

**Revised April 5, 2000**

**IDAHO STATE DEPARTMENT OF EDUCATION**

**CERTIFICATION STANDARDS**  
for  
**PROFESSIONAL SCHOOL PERSONNEL**



**MARILYN HOWARD, Ed.D.**  
State Superintendent of Public Instruction

**DR. MICHAEL P. STEFANIC**  
Supervisor, Teacher Education and Certification  
Administrator, Professional Standards Commission

## FOREWORD

Idaho's future depends in large part on the quality of the State's educational program and on the preparation, professionalism, and commitment of the teachers, administrators, and other staff members who work within that system.

This manual, the **Idaho Department of Education Professional School Personnel Certification Standards**, is evidence of a strong commitment to high standards for all school personnel. The manual is intended to define the requirements and options for certification in the State of Idaho. This is the product of a broad-based effort that involved teachers and administrators, the State Board of Education, the State Department of Education, the teacher preparation programs at Idaho's higher education institutions, and others who have a stake in ensuring that the most qualified staff is available to deliver the highest quality program possible in Idaho's schools.

Idaho has always recognized that an enlightened population is the source of national and worldwide leadership and a key ingredient in the State's economic vitality. Those who work within the educational system are key elements in ensuring the best possible future for Idaho.

Thank you for your interest in Idaho certification. We welcome you to the ranks of this most important profession.

Sincerely,

A handwritten signature in black ink that reads "Marilyn Howard". The signature is written in a cursive, flowing style.

Marilyn Howard, Ed.D.  
State Superintendent of  
Public Instruction

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## APPENDIX

The several appendices are found immediately following page 85 of the text.

## **I. FINDING AN EDUCATION JOB IN IDAHO**

Each Idaho school district advertises its own vacancies and maintains its own employment procedures. District vacancies are often listed with college or university placement centers or with the Idaho Department of Employment. Questions about openings and salaries need to be addressed to respective school districts. **A list of Idaho school districts is found on page 3.**

### **A. IDAHO TEACHER PLACEMENT CENTERS**

**University of Idaho**  
Career Services Center  
Moscow, ID 83844-1101  
Telephone: (208) 885-6121  
Fax: (208) 885-6121  
[www.ifs.uidaho.edu/careerservices](http://www.ifs.uidaho.edu/careerservices)

**Lewis-Clark State College**  
Career Development  
Lewiston, ID 83501  
Telephone: (208) 799-2313  
Fax: (208) 799-2298  
[www.lcsc.edu/CDs](http://www.lcsc.edu/CDs)

**Idaho State University**  
Career Services Center  
Campus Box 8108  
Pocatello, ID 83209  
Telephone: (208) 236-2380  
Fax: (208) 236-4611  
[www.isu.edu/departments/career/career.htm](http://www.isu.edu/departments/career/career.htm)

**Northwest Nazarene University**  
Teacher Placement  
623 Holly  
Nampa, ID 83686  
Telephone: (208) 467-8259  
Fax: (208) 467-8562  
[www.nnu.edu](http://www.nnu.edu)

**Boise State University**  
Career Center  
1910 University Drive  
Boise, ID 83725  
Telephone: (208) 426-1747  
Fax: (208) 426-3437  
[www.career.boisestate.edu](http://www.career.boisestate.edu)

**Albertson College of Idaho**  
Career Services  
2112 Cleveland Boulevard  
Caldwell, ID 83605  
Telephone: (208) 459-5688  
Fax: (208) 459-5849  
[gday@acofi.edu](mailto:gday@acofi.edu)

**State Department of Employment**  
Teacher Placement Service  
Employment Programs Section  
317 Main Street  
Boise, ID 83735-0001  
Telephone: (208) 334-6422  
Fax: (208) 332-7417  
Internet Address: [www.labor.state.id.us](http://www.labor.state.id.us)

## **B. INSTITUTION CERTIFICATION OFFICERS**

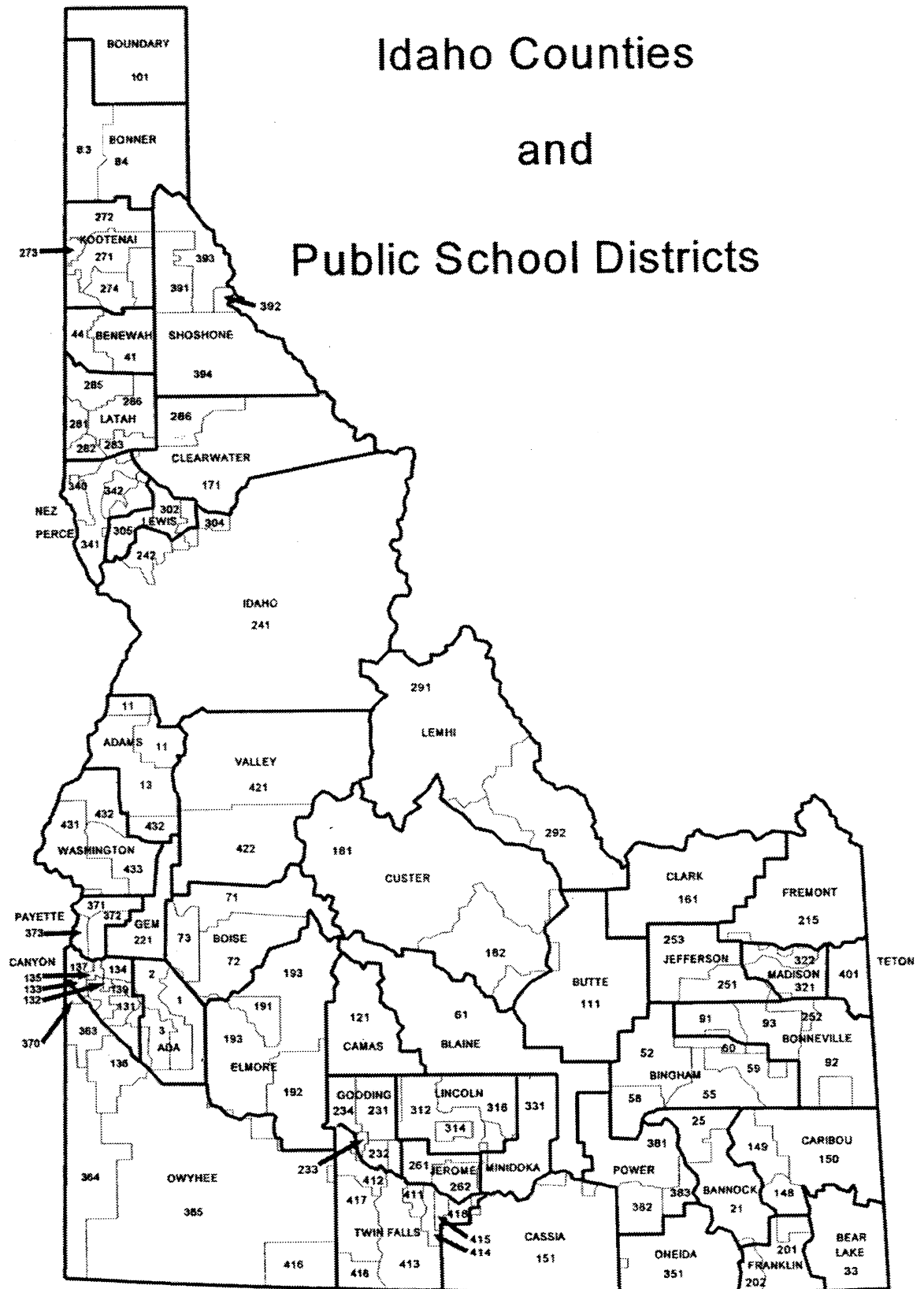
Each Idaho teacher preparation institution assigns a staff member to be the Institution Certification Officer with the responsibility of reviewing the work completed at the institution to determine if the candidate for graduation has met graduation requirements. If the requirements are met, the Certification Officer **will** note this on the Institutional Recommendation form required by the State Department of Education Certification Office in order to issue pertinent certification. Below is a list of the Certification Officers from each of the Idaho teacher preparation institutions:

Albertson College –	Dr. Leona Manke
Boise State University -	Dr. Glenn Potter
Idaho State University -	Dr. Larry Harris
Lewis-Clark State College -	Dr. Jann Hill
Northwest Nazarene University -	Dr. Karen Blacklock
University of Idaho -	Dr. Jeanne Christiansen

**C. IDAHO SCHOOL DISTRICTS** - Refer to the outline map of Idaho counties on page 4 for the geographical location of districts.

<u>CO. &amp; DIST. SCHOOL</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>	<u>CO. &amp; DIST. SCHOOL</u>	<u>ADDRESS</u>	<u>ZIP</u>	<u>PHONE</u>
<b><u>ADA</u></b>				<b><u>IDAHO</u></b>			
1 Ind. Boise	1207 W. Fort St., Boise	83702	338-3400	241 Jt. Grangeville	714 Jefferson, Grangeville	83530	983-0990
2 Jt. Meridian	911 Meridian St., Meridian	83642	888-6701	242 Jt. Cottonwood	P.O. Box 158, Cottonwood	83522	962-3971
3 Jt. Kuna	610 N. School Ave., Kuna	83634	922-1000	<b><u>JEFFERSON</u></b>			
<b><u>ADAMS</u></b>				251 Jt. Jefferson	201 Idaho Ave., Rigby	83442	745-6693
11 Meadows Valley	Drawer F., New Meadows	83654	347-2411	252 Jt. Ririe	P.O. Box 508, Ririe	83443	538-7482
13 Council	P.O. Box 468, Council	83612	253-4217	253 West Jefferson	1272 E. 1500 N., Terreton	83450	663-4542
<b><u>BANNOCK</u></b>				<b><u>JEROME</u></b>			
21 Jt. Marsh Valley	Box 180, Arimo	83214	254-3306	261 Jt. Jerome	107 West 3rd, Jerome	83338	324-2392
25 Pocatello	Box 1390, Pocatello	83204	232-3563	262 Valley	882 Valley Rd. So., Hazelton	83335	829-5333
<b><u>BEAR LAKE</u></b>				<b><u>KOOTENAI</u></b>			
33 Bear Lake Co.	Box 300, Paris	83261	945-2891	271 Coeur d'Alene	311 N. 10th, Coeur d'Alene	83814	664-8241
<b><u>BENEWAH</u></b>				272 Lakeland	P.O. Box 39, Rathdrum	83858	687-0431
41 Jt. St. Maries	Box 384., St. Maries	83861	245-2579	273 Post Falls	P.O. Box 40, Post Falls	83877	773-1658
44 Jt. Plummer/Worley	P.O. Box 130, Plummer	83851	686-1621	274 Kootenai	8100 E. O'Gara Rd., Harrison	83833	689-3631
<b><u>BINGHAM</u></b>				<b><u>LATAH</u></b>			
52 Snake River	103 S. 900 W., Blackfoot	83221	684-3001	281 Moscow	650 N. Cleveland, Moscow	83843	882-1120
55 Blackfoot	270 E. Bridge St., Blackfoot	83221	785-8800	282 Jt. Genesee	P.O. Box 98, Genesee	83832	285-1161
58 Aberdeen	P.O. Box 610, Aberdeen	83210	397-4113	283 Jt. Kendrick	2001 Highway 3, Kendrick	83537	289-4211
59 Firth	P.O. Box 69, Firth	83236	346-6815	285 Potlatch	130 6 <sup>th</sup> St., Potlatch	83855	875-0327
60 Jt. Shelley	545 Seminary Ave., Shelley	83274	357-3411	286 Whitepine	PO Box 280, Troy	83871	835-3791
<b><u>BLAINE</u></b>				<b><u>LEMHI</u></b>			
61 Blaine Co.	118 W. Bullion St., Hailey	83333	788-2296	291 Salmon	P.O. Box 790, Salmon	83467	756-4271
<b><u>BOISE</u></b>				292 South Lemhi	P.O. Box 119, Leadore	83464	768-2441
71 Garden Valley	P.O. Box 710, Garden Valley	83622	462-3756	<b><u>LEWIS</u></b>			
72 Basin	P.O. Box BD, Idaho City	83631	392-4183	302 Jt. Nezperce	P.O. Box 279, Nezperce	83543	937-2551
73 Horseshoe Bend	P.O. Box 116, Horseshoe Bend	83629	793-2225	304 Jt. Kamiah	Rt. 1 Box 720, Kamiah	83536	935-2991
<b><u>BONNER</u></b>				305 Jt. Highland	P.O. Box 130, Craigmont	83523	924-5211
83 W. Bonner Cnty	P.O. Box 2531, Priest River	83856	448-4439	<b><u>LINCOLN</u></b>			
84 Lke Pend Oreille	1123 Lake St. Suite.2, Sandpoint	83864	263-2184	312 Jt. Shoshone	P.O. Box 2D, Shoshone	83352	886-2338
<b><u>BONNEVILLE</u></b>				314 Dietrich	406 N. Park St., Dietrich	83324	544-2158
91 Idaho Falls	690 John Adams Pkwy., Id. Falls	83401	525-7500	316 Richfield	P.O. Box E, Richfield	83349	487-2790
92 Swan Valley El.	Hwy 26, P.O. Box 220, Irwin	83428	483-2405	<b><u>MADISON</u></b>			
93 Jt. Bonneville	3497 N. Ammon Rd., Id. Falls	83401	525-4400	321 Madison	P.O. Box 830, Rexburg	83440	359-3300
<b><u>BOUNDARY</u></b>				322 Jt. Sugar-Salem	P.O. Box 150, Sugar City	83448	356-8802
101 Boundary Co.	P.O. Box 899, Bonners Ferry	83805	267-3146	<b><u>MINIDOKA</u></b>			
<b><u>BUTTE</u></b>				331 Jt. Minidoka Co.	633 Fremont Ave., Rupert	83350	436-4727
111 Jt. Arco	P.O. Box 89, Arco	83213	527-8235	<b><u>NEZ PERCE</u></b>			
<b><u>CAMAS</u></b>				340 Lewiston	3317 12th St., Lewiston	83501	746-2337
121 Camas Co.	P.O. Box 370, Fairfield	83327	764-2472	341 Lapwai	P.O. Box 247, Lapwai	83540	843-2622
<b><u>CANYON</u></b>				342 Jt. Culdesac	600 Culdesac Ave., Culdesac	83524	843-5413
131 Nampa	619 So. Canyon, Nampa	83686	465-2700	<b><u>ONEIDA</u></b>			
132 Caldwell	1101 Cleveland Blvd., Caldwell	83605	455-3300	351 Oneida Co.	175 Jenkins Ave., Malad City	83252	766-4701
133 Wilder	P.O. Box 488, Wilder	83676	482-6228	<b><u>OWYHEE</u></b>			
134 Middleton	5 S 3rd Ave. W., Middleton	83644	585-3027	363 Jt. Marsing	Hwy 78, P.O. Box 340, Marsing	83639	896-4111
135 Notus	P.O. Box 256, Notus	83656	459-7442	364 Pleasant Vly El.	Clerk, P.O. Box 119 Jordan Valley, OR	97910	583-2420
136 Jt. Melba	P.O. Box 185, Melba	83641	495-1141	365 Jt. Bruneau-Gr. View	P.O. Box 310, Grand View	83624	834-2253
137 Parma	805 E. McConnell, Parma	83660	722-5115	370 Jt. Homedale	116 East Owyhee, Homedale	83628	337-4611
139 Vallivue	5207 S. Montana Ave., Caldwell	83607	454-0445	<b><u>PAYETTE</u></b>			
<b><u>CARIBOU</u></b>				371 Jt. Payette	20 N. 12th Street, Payette	83661	642-9366
148 Jt. Grace	P.O. Box 328, Grace	83241	425-3325	372 New Plymouth	103 SE Ave., New Plymouth	83655	278-5740
149 North Gem	P.O. Box 70, Bancroft	83217	648-7848	373 Fruitland	Box A, Fruitland	83619	452-3595
150 Jt. Soda Springs	P.O. Box 947, Soda Springs	83276	547-3371	<b><u>POWER</u></b>			
<b><u>CASSIA</u></b>				381 Jt. American Falls	827 Fort Hall Ave., Amer. Falls	83211	226-5173
151 Jt. Cassia Co.	237 E. 19th, Burley	83318	678-6600	382 Rockland	P.O. Box 119, Rockland	83271	548-2231
<b><u>CLARK</u></b>				383 Arbon Elem.	4405 Arbon Valley Hwy, Arbon	83212	335-2197
161 Clark Co.	P.O. Box 237, Dubois	83423	374-5215	<b><u>SHOSHONE</u></b>			
<b><u>CLEARWATER</u></b>				391 Jt. Kellogg	800 Bunker Ave., Kellogg	83837	784-1348
171 Jt. Orofino	P.O. Box 789, Orofino	83544	476-5593	392 Mullan	P.O. Box 71, Mullan	83846	744-1118
<b><u>CUSTER</u></b>				393 Wallace	401 River St., Wallace	83873	753-4515
181 Jt. Challis	P.O. Box 304, Challis	83226	879-4231	394 Avery Elem.	P.O. Box 7, Avery	83802	245-2479
182 Jt. Mackay	P.O. Box 390, Mackay	83251	588-2896	<b><u>TETON</u></b>			
<b><u>ELMORE</u></b>				401 Teton Co.	P.O. Box 775, Driggs	83422	354-2207
191 Prairie Elem.	Clerk, HC84 Prairie P.O. Box 56 Mountain Home	83647	868-3243	<b><u>TWIN FALLS</u></b>			
192 Jt. Glenns Ferry	P.O. Box 850, Glenns Ferry	83623	366-7436	411 Twin Falls	201 Main Ave. W., Twin Falls	83301	733-6900
193 Mountain Home	P.O. Box 1390, Mountain Home	83647	587-2580	412 Jt. Buhl	920 Main St., Buhl	83316	543-6436
<b><u>FRANKLIN</u></b>				413 Filer	700 B Stevens Ave., Filer	83328	326-5981
201 Jt. Preston	120 E. 2nd South, Preston	83263	852-0283	414 Kimberly	P.O. Box 615, Kimberly	83341	423-4170
202 Jt. West Side	P.O. Box 39, Dayton	83232	747-3502	415 Hansen	P.O. Box 250, Hansen	83334	423-6387
<b><u>FREMONT</u></b>				416 Jt. Three Creek El.	Clerk, Rogerson	83302	857-2281
215 Jt. Fremont Co.	147 N. 2nd W., St. Anthony	83445	624-7542	417 Jt. Castleford	500 Main, Castleford	83321	537-6511
<b><u>GEM</u></b>				418 Jt. Murtaugh	P.O. Box 117, Murtaugh	83344	432-5451
221 Ind. Emmett	601 E. Third, Emmett	83617	365-6301	<b><u>VALLEY</u></b>			
<b><u>GOODING</u></b>				421 McCall-Donnelly	120 Idaho St., McCall	83638	634-2161
231 Jt. Gooding	507 Idaho St., Gooding	83330	934-4321	422 Cascade	P.O. Box 291, Cascade	83611	382-4227
232 Wendell	P.O. Box 300, Wendell	83355	536-2418	<b><u>WASHINGTON</u></b>			
233 Jt. Hagerman	324 N. 2nd Ave., Hagerman	83332	837-4777	431 Weiser	925 Pioneer Rd., Weiser	83672	549-0616
234 Jt. Bliss	Box 115, Bliss	83314	352-4447	432 Jt. Cambridge	PO Box 39, Cambridge	83610	257-3321
(revised 12/21/99)				433 Midvale	56 N. School Rd., Midvale	83645	355-2234

D.



**E. INFORMATION ABOUT CERTIFICATION AND THE  
CODE OF ETHICS**

For information about **Certification** or the **Code of Ethics of the Idaho Teaching Profession**, address inquiries to:

Teacher Certification/Professional Standards  
State Department of Education  
P.O. Box 83720  
Boise, Idaho 83720-0027  
Phone: (208) 332-6880 Fax: (208) 334-4664  
Internet address: [www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)

## **II. ACCREDITED TEACHER PREPARATION INSTITUTIONS IN IDAHO**

**RULE:**      **IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02,  
CHAPTER 02)**

### **010. ACCREDITED INSTITUTION**

(4-1-97)

For purposes of teacher certification, an accredited school, college, university, or other teacher training institution is considered by the Idaho State Board of Education to be one that is accredited by a regional accrediting association recognized by the State Board of Education or an alternative model approved by the State Board of Education.

### **PROCEDURE:**

All teacher preparation institutions in Idaho are accredited utilizing NASDTEC (National Association of State Directors of Teacher Education and Certification) standards for state accreditation and NCATE (National Council for Accreditation of Teacher Education) standards for national accreditation. Albertson College of Idaho is state accredited, but chooses to not be accredited by NCATE.



### III. BECOMING CERTIFIED IN IDAHO

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

**060. APPLICATION PROCEDURES.**

(4-1-97)

**01. Application For Idaho Certificate.** To obtain, renew, or reinstate an Idaho certificate, the applicant will submit an application on a form supplied by the State Department of Education or the State Division of Professional-Technical Education. Requirements are listed in the Idaho Department of Education Professional School Personnel Certification Standards manual.

**02. State Board Of Education Requirements for Professional Growth.**

- a. Credits taken for recertification **must** be educationally related to the professional development of the applicant.
- b. Graduate or undergraduate credit **will be** accepted for recertification. Credit **must** be college transferable and completed through an accredited college or university.
- b. All requests for equivalent inservice training to apply toward recertification **must** be made through the Teacher Certification Office upon recommendation of the board of trustees consistent with the State Department of Education guidelines. Individuals holding Vocational Specialist Certificates **must** receive State Division of Professional-Technical Education approval of inservice training and course work prior to applying for renewal.
- d. At least fifteen (15) hours of formal instruction **must** be given for each hour of inservice credit granted.
- e. Recertification credits **may not** be carried over from one (1) recertification period to the next.
- f. Certificated personnel teaching in subjects outside their major area of preparation **will be** encouraged to complete the courses required for major certification endorsement.

**03. State Board Of Education Professional Development Requirements.**

- a. Districts **will have** professional development plans.
- c. All certificated personnel **will be** required to complete **at least** six (6) semester credit hours or the equivalent within the five(5)-year period of validity of the certificate being renewed.

At least three (3) semester credits **will be** taken for university or college credit. Verification **will be** by official transcript.

## **PROCEDURE:**

An applicant for an Idaho professional education credential **must**:

- (1) be at least eighteen years old;
- (2) have completed specific minimum requirements of college training, depending on the credential to be held; and
- (3) meet standards in effect at the time of application, including a Criminal History Background Check as required in the Idaho Code by the 1996 State Legislature.

### **A. RECENT CREDIT REQUIREMENT (NON-EDUCATIONAL REQUIREMENT)**

An initial or reinstated Idaho credential can be held **only** if the applicant has completed six (6) semester credit hours (or nine quarter hours) from an accredited college/university in the last five (5) calendar years. Official transcripts verifying the credit **must** be provided with the application. Course work **may** be in any area and at any level except remedial courses.

### **B. CRIMINAL HISTORY CHECKS (NON-EDUCATIONAL REQUIREMENT)**

An initial or reinstated Idaho credential **will be** issued **only** after the applicant has on file with the State Department of Education the results of a Criminal History Check pursuant to Section 33-130, Idaho Code. If the record of this Criminal History Check reveals a felony conviction as enumerated in Section 33-1208, an Idaho credential **shall not** be issued to the applicant.

### **C. CERTIFICATES ISSUED TO APPLICANTS FROM REGIONALLY ACCREDITED INSTITUTIONS**

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

#### **030. CERTIFICATES ISSUED TO APPLICANTS FROM REGIONALLY ACCREDITED INSTITUTIONS.** (4-1-97)

**01. The Department of Education.** The Department of Education is authorized to issue Idaho Certificates to applicants from regionally accredited institutions meeting requirements for certification or equivalent (i.e., those based on a bachelor's degree) in other states when they substantially meet the requirements for the Idaho Certificate. The Teacher Certification Office **will** determine if an applicant's official transcripts meet the requirements. (Sections 33-1203; 33-2203; 33-2203 Idaho Code)

**02. The State Division of Professional-Technical Education.** The State Division of Professional-Technical Education is authorized to determine whether applicants meet the requirements for instructing or administering professional-technical programs at the secondary and postsecondary levels (Section 33-2203, Idaho Code).

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

**050. ENDORSEMENT OF OUT-OF-STATE CERTIFICATES. (4-1-97)**

A certificate issued by another state with equivalent education and currently valid **may** be endorsed for use in Idaho for the period of its validity, not in excess of five (5) years, providing the certificate to be endorsed has been issued for the same field in which the holder will provide services in Idaho. No emergency certificate from another state may be endorsed. (Section 33-1201, Idaho Code)

- 01. Prerequisites.** The following conditions **must** be met to qualify for endorsement:
  - a. The applicant **must** have attended a regionally accredited institution of higher education.
  - b. An endorsed certificate **will be** valid only for the grade levels and subject area approved for the certificate in the state from which it was issued.
  - c. A certificate **will be** endorsed for the period of time for which it is valid, but not to exceed five (5) years, at which time a person **must** qualify for the Idaho certificate or verify three (3) years of satisfactory employment in Idaho in the area of endorsement. After completing experience and renewal requirements, an Idaho certificate **may be** issued following application.
- 02. Requirements.** An endorsement requires the applicant to provide the following materials:
  - a. The original or notarized copy of the original certificate to be endorsed;
  - b. Official transcripts of record of all college work completed;
  - c. A completed application for an Idaho certificate;
  - c. Payment of fee sent with the application;

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**  
(4-1-97)

**090. INTERSTATE CERTIFICATION CONTRACT.** Idaho participates in the Interstate Agreement of Qualification of Education Personnel. This agreement applies equally to teachers entering Idaho from another contract-member state and to teachers entering another contract-member state from Idaho. The contract applies to classroom teachers only. Trades and industries teachers are not covered by the agreement (Section 33-4104, Idaho Code).

## PROCEDURE:

### D. \*NASDTEC INTERSTATE CONTRACT (NIC)

**\*NASDTEC** (National Association of State Directors of Teacher Education and Certification)

1. Provisions of the NASDTEC Interstate Contract (NIC) **may** apply if:
  - a: the applicant has completed a teacher training program in the states listed below within the last five (5) calendar years, verified by institutional recommendation (**See Appendix B2**);
  - or**
  - b. has taught three (3) of the last seven (7) years in one of these states, verified by the Professional Experience Report (**See Appendix B6**).
2. The NIC covers **only** elementary and secondary classroom teachers **in their major teaching area(s)**.
3. The Idaho requirement of recent credit **must** have been completed for the NIC terms to be in effect in Idaho.
4. The NIC option **may** be utilized only once. If the NIC option is utilized and the certificate expires, current Idaho standards **must** be met when reapplying.
5. Idaho educators **may** expect reciprocity in any of the states listed below, provided any non-educational requirements of the other state(s) have been met.

#### **The NIC states include:**

- a. Alabama, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, Montana, Nevada, New Hampshire, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, and West Virginia.

## **E. PRESERVICE TECHNOLOGY COMPETENCY**

(effective 9-1-99)

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

### **005. PRESERVICE TECHNOLOGY STANDARDS**

(7-1-99)

The proliferation of technology in our daily lives makes it essential that **all students** are provided an opportunity to become technologically literate. The State Board of Education has established a statewide goal that teachers and administrators be trained in the use of technology for education.

**01. Preservice Competency.** Effective September 1999, all applicants for initial Idaho certification (kindergarten through grade 12) from an Idaho approved teacher education program **must** demonstrate beginning technology skills by passing a basic educational technology competency assessment.

**02. Assessment Methods.** Preservice educators **will** be able to use the Idaho Technology Portfolio Assessment, the Idaho Technology Competency Exam, the Idaho Technology Performance Assessment, or another process which meets the express approval of the State Board of Education to demonstrate the required basic technology standards.

**Standards.** The technology standards **shall** be based on the International Society for Technology in Education (ISTE) foundational standards. The assessments **shall** include the Idaho Technology Competency exam, the Idaho Technology Portfolio assessment, or another process that meets the express approval of the State Board of Education.

### **PROCEDURE:**

1. The State Board of Education has approved three (3) specific technology competency assessments from which to choose in order to meet the requirements of the law. Unless specifically required by the teacher preparation institution, students **may** choose to take and pass any of the three (3) technology competency assessments listed below:
  - a. Idaho Technology Portfolio Assessment
  - b. Idaho Technology Competency Examination
  - c. Idaho Technology Performance Assessment

**NOTE:** For specific information about where each assessment is offered, and when, please contact the Bureau of Technology in the State Department of Education or one of the institutions listed in item 3 below.

2. For those initial applicants meeting the requirements of the institution from which they graduated, evidence of completion **will** be reflected on the Institutional Recommendation form.
3. For those initial applicants under the rule who may have chosen to take the technology competency assessment at an institution other than the one from which they graduated, it **will be necessary** to furnish a **notarized photocopy** of the Certificate of Completion as offered by either **Boise State University, Idaho State University, Lewis-Clark State College, or the University of Idaho.**

#### **F. OPTIONS FOR ESTABLISHING INITIAL IDAHO CERTIFICATION**

Idaho credentials are issued for five (5) years, a cycle beginning September 1 of the year issued and expiring August 31 of the appropriate year unless otherwise specified. As applications are reviewed, the Teacher Certification staff makes every effort to establish certification in the most direct way possible. The hierarchy of options follows:

##### **OPTION 1:**

Applicant qualifies for regular Idaho certification (five-year period).

##### **OPTION 2:**

Applicant qualifies for regular Idaho elementary or secondary classroom certification (five-year period) under provisions of the NASDTEC Interstate Contract (NIC). The employment experience **may** be in either a public or non-public school.

##### **OPTION 3:**

Applicant qualifies for an Idaho Endorsement of an Out-of-State Certificate **if** a current and valid credential from another state is held and deficiencies exist for Idaho Certification.

1. A current and valid out-of-state credential **may** be endorsed until its expiration date, or a total of five (5) cumulative years, whichever comes first.
2. Three (3) years of satisfactory full-time employment in Idaho, earned in the area of the endorsement, and earned after the date an Idaho Endorsement of an Out-of-State Certificate is issued, **will** eliminate course work deficiencies.
3. The three (3) years of satisfactory full-time employment **will not** eliminate the following:
  - a. the degree requirements;
  - b. the requirement of an Institutional Recommendation;
  - c. the **recency** requirement of six (6) semester credit hours earned in the last five (5) years.

A **notarized** photocopy of the valid credential from another state **must** be received by the Certification Office before the Out-of-State Certificate can be endorsed.

**NOTE:**

An applicant who currently **does not** qualify for Idaho certification under any of the options outlined above **will** receive an evaluation of deficiencies. Such applications are held for two years, during which time deficiencies can be addressed. When all deficiencies have been addressed satisfactorily, the regular Idaho credential **will be** issued (five-year period) at no additional cost.

## IV. CHECKLIST FOR MAKING APPLICATION FOR INITIAL IDAHO CERTIFICATION

It is the responsibility of the applicant to have **all** required certification materials submitted together in one packet. Applicants who carefully prepare their application packets using the following guidelines will receive their certificates in the least amount of time. An application **will not** be evaluated until all materials have been received. A complete packet should consist of these items:

- \_\_\_\_\_ **Completed application** for Idaho credential (**Turn to Appendix B1 for tear-out form.**)

**NOTE:** Applications **must** be submitted with fingerprint cards and the \$40 Criminal History Check fee. The Idaho credential **will not** be issued until results of a completed Idaho Department of Education Criminal History Check are received. A card verifying eligibility for certification **will** be issued if the applicant meets **all** academic requirements for certification. Possession of this card **will** allow a person who is academically eligible for certification to pursue employment as an Idaho educator pending results of the Criminal History Check.

- \_\_\_\_\_ **Completed Criminal History Check** (See enclosed packet for this material, including two (2) fingerprint cards, directions and instructions to the fingerprinter.)

**NOTE:** In the event you are reading this information from the Internet, please contact the Certification Office in the State Department of Education for an official set of fingerprint cards.

- \_\_\_\_\_ **Payment** (money order or check payable to Idaho Department of Education; **non-refundable**):

\$35 for the Credential Application

\$40 for the Criminal History Check (if first-time applicant for an Idaho Teaching Credential or applying for reinstatement)

**NOTE:** One check for both fees is acceptable. The \$35 certification fee is valid for only two (2) years. If a certificate is not issued within two (2) years from receipt of the application, a new \$35 fee will be required.

(Checklist continued on the next page)



- \_\_\_\_\_ **Official** transcripts from all colleges or universities attended. Transcripts that bear a colored "Issued to Student" stamp and/or raised official seal **will be** accepted. (Grade reports, faxed material, photocopies or other unofficial transcripts **are not** acceptable for certification purposes.) Transcripts **should not** be submitted separately. Placement files **are not** accepted.
- \_\_\_\_\_ **Institutional recommendation** form for teachers completed **if** applicant has **less than** two years of experience as a certified professional. **Institutional recommendation is required of all applicants for Administrator, Pupil Personnel, and/or Exceptional Child Certificates.** (Turn to tear-out forms in **Appendices B2 for applicants of Basic Education, Special Education, and Pupil Personnel Services, B3 for PRE-K-12 School Principals, B4 for School Superintendents and B5 for Directors of Special Education.**)
- \_\_\_\_\_ **Professional experience** form completed **if** applicant has **two or more** years of experience. If a minimum of two years of experience is verified, institutional recommendation is unnecessary (except as required above). Professional experience gained while holding a teaching certificate is the **only** experience accepted. Experience gained while student teaching and/or substituting is **not** accepted. (See **Appendix B6 for tear-out form.**)
- \_\_\_\_\_ If you hold a valid certificate from another state, you **may** wish to send a **notarized** photocopy of that credential and a written request to endorse it for use in Idaho in the event deficiencies exist for regular Idaho certification. (See **page 12, Option 3.**)

The **actual forms** on which to apply for Idaho certification are included in **Appendix B: Application for an Idaho Teaching Credential, Institutional Recommendation, and Professional Experience Report.** If more than one form is needed, these forms may be reproduced. Completed application materials need to be mailed to:

**TEACHER CERTIFICATION**  
**IDAHO DEPARTMENT OF EDUCATION**  
**P O BOX 83720**  
**BOISE ID 83720-0027**  
**PHONE: (208) 332-6880 FAX: (208) 334-4664**  
**INTERNET ADDRESS: [www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)**

## V. CERTIFICATION OF TEACHERS TRAINED IN FOREIGN INSTITUTIONS

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

**020. CERTIFICATION OF TEACHERS TRAINED IN FOREIGN INSTITUTIONS.**

(4-1-97)

Considering credentials for teacher certification submitted by persons trained in the institutions of foreign countries **will** be initiated by a translation and evaluation of the applicant's credentials.

- 01. Determination of Eligibility.** Determination of eligibility for certification **will** be made by the Certification Office as the agent of the State Board of Education. Appeals **may** be made to the Professional Standards Commission (PSC). (Section 33-1209, Idaho Code.)
- 02. Other Procedures.** All other procedures in effect at the time **must** be followed at the time of application.

**PROCEDURE:**

Those persons from a foreign country applying for Idaho certification **must** submit transcripts in English. Translation from a foreign language to English is the responsibility of the applicant at his/her sole expense.

## VI . RENEWING, REVISING, AND REINSTATING IDAHO CERTIFICATION

Specific requirements exist to keep Idaho credentials renewed, to revise existing credentials, and to reinstate Idaho credentials which have lapsed. **The applicant is responsible for notifying Teacher Certification of either a name change or change of address.**

**NOTE:** The **INDIVIDUAL** has sole responsibility for maintaining current, valid Idaho certification.

### A. THE RENEWAL PROCESS

1. **All** regular Idaho credentials **must** be renewed every five (5) years to remain valid.
2. Application for renewal **must** be made on forms supplied by the Teacher Certification Office.
3. Certificates are renewed on September 1 of the year in which the certificate expires. The renewal application and current \$35 fee **may** be sent anytime between January 1 and August 31 of the year in which the certificate expires.
4. **Official transcripts must** be attached which verify completion of **at least** six (6) semester credit hours (nine quarter hours) within the validity period of the credential being renewed.
  - a. For Idaho educators, up to three (3) semester credit hour equivalency credits (45 clock hours) of inservice participation, verified by an appropriately signed Idaho inservice form, **may** apply toward the total requirement of six (6) semester credit hours.
  - b. A Verification of Completion of Equivalent In-service Training form is found as **Appendix B7**.
5. Course work in any area is accepted at the 100 level or above if it appears for credit on an official transcript from an accredited college or university. Correspondence and independent study credits on official transcripts are also accepted. Continuing Education Units **are not** accepted.

**NOTE:** If credit for renewal is earned during the summer prior to the September 1 expiration date of a credential, expect official transcripts to be unavailable until mid-fall. A completed application and renewal fee of \$35 **will** be accepted prior to September 1, with a note stating that the transcript(s) will come later. While a renewed credential **will not** be issued until the proof of six semester credits arrives, it **will not** lapse if course work was completed prior to September 1 and the transcript is received prior to December 31 of a given year.

### **CHECKLIST: RENEWAL OF IDAHO CREDENTIALS**

- \_\_\_\_\_ **Completed application** for Idaho credential (**an actual form is included in Appendix B1 of this publication**).
- \_\_\_\_\_ **Payment of \$35** (money order or check payable to Idaho Department of Education; non-refundable).
- \_\_\_\_\_ **Official transcripts** verifying a total of at least six semester credits completed within the five-year period of validity of the certificate being renewed. For Idaho educators, up to three (3) semester credit hour equivalency credits (45 clock hours) of in-service participation, verified by an appropriately signed **Verification of Completion of Equivalent Inservice** form, **may** apply toward the total requirement of six (6) semester credit hours. **(See Appendix B7 for tear-out form.)**
- \_\_\_\_\_ If revisions are requested at the time of renewal, official transcripts supporting the revision will be needed. Additions of endorsements to Administrator, Pupil Personnel Services, and Exceptional Child certificates **must be** accompanied by **Institutional Recommendations** and **Professional Experience Report** forms as required. **(See Appendix tear-out forms – B2 through B6.)**

## B. THE REVISION PROCESS

If new certificates and endorsements need to be added to an existing Idaho credential, revisions can be made at any time during the five-year period of the credential. A completed application, or written request specifying the revision to be made, **must** be accompanied by a **\$15 revision fee**. **Official transcripts** supporting the revision must also be sent, if not already on file. Revisions related to Administrator, Pupil Personnel Services, and Exceptional Child certificates **require** institutional recommendations, verification of experience, and verification of competencies as required.

If revisions or additions to an Idaho credential are requested at the time the credential is being renewed, the revisions or additions can be made at no cost, provided the applicant meets the standard involved.

### CHECKLIST: REVISION OF IDAHO CREDENTIALS

- \_\_\_\_\_ **Completed** application or written request for an Idaho credential revision (See Appendix B).
- \_\_\_\_\_ **Payment of \$15** (money order or check payable to Idaho State Department of Education; non-refundable).
- \_\_\_\_\_ **Official transcripts** supporting the revision, if not already on file. Revisions of Administrator, Pupil Personnel Services, and Exceptional Child certificates/endorsements **must be** accompanied by institutional recommendations, verification of experience, and verification of competencies as required. (See Appendix B2 through B6).

## C. THE REINSTATEMENT PROCESS

When a valid Idaho credential has been allowed to expire, the applicant for reinstatement **must meet current education standards for the certificates and endorsements requested.**

The applicant also **must** meet the current non-educational requirement of six (6) semester credit hours (nine quarter hours) earned within the last five (5) calendar years. If deficiencies for certification exist, a written evaluation **will** be sent. The application for reinstatement **will** be held for up to two years, during which time deficiencies can be addressed. The reinstated Idaho credential can then be issued, at no further cost, for a five-year period.

Subsequent to action by the 1996 Idaho Legislature, a Criminal History Check **is required** of **all** applicants for reinstatement.

**NOTE:** If a credential is allowed to lapse, **all** current requirements for initial certification apply. Certificates and endorsements no longer offered by the State **cannot** be reinstated if they are allowed to lapse.

## **CHECKLIST: REINSTATEMENT OF IDAHO CREDENTIALS**

\_\_\_\_\_ **Completed** application for Idaho credential (**Turn to Appendix B1 for tear-out form.**)

\_\_\_\_\_ **Completed** Criminal History Check (**See enclosed Fingerprint Card Packet.**)

**NOTE:** Applications **must** be submitted with fingerprint cards and the \$40 Criminal History Check fee. The Idaho credential **will not** be issued until results of a completed Idaho Department of Education Criminal History Check are received. A card verifying eligibility for certification **will** be issued if the applicant meets **all** academic requirements for certification. Possession of this card **will** allow a person who is academically eligible for certification to pursue employment as an Idaho educator pending results of the Criminal History Check.

\_\_\_\_\_ **Payment:** (money order or check payable to Idaho Department of Education; non-refundable; one check for both fees is acceptable).

\$35 for the Credential Application

\$40 for the Criminal History Check

\_\_\_\_\_ **Official** transcripts of any course work completed since the previous Idaho credential was issued. Six semester credits earned within the last five calendar years are required for reinstatement.

### **D. OBTAINING DUPLICATES**

Duplicates of valid certificates are available for \$4 upon written request of the holder. The written request **needs to** include the Social Security number and current address of the certificate holder. Two (2) copies of the certificate **will** be printed, one copy for the certificate holder to keep and one copy that the certificate holder may forward to the employing office to become part of the personnel records.

## **VII. ETHICS AND THE IDAHO TEACHING PROFESSION**

**(See Appendix A for a complete text of the Code of Ethics.)**

Professional educators employed in publicly funded schools **are required** by Idaho law to hold an Idaho professional education credential. The State Board of Education, upon recommendation of the Professional Standards Commission, **may** refuse to issue an Idaho credential to any applicant "for such reason as would have constituted grounds for revoking a certificate," as stated in Idaho Code, §33-1202. Appeals related to certification may be made to the Professional Standards Commission.

Idaho Code, §33-1208, provides that a valid Idaho credential **may be** suspended or revoked because of violation of any of the following:

1.
  - a. Gross neglect of duty;
  - b. Incompetence;
  - c. Breach of teaching contract;
  - d. Making any material statement of fact in the application for a certificate which the applicant knows to be false;
  - e. Revocation, suspension, denial or surrender of a certificate in another state for any reason constituting grounds for revocation in this state;
  - f. Conviction, finding of guilt, withheld judgment, or suspended sentence in this or any other state of a crime involving moral turpitude;
  - g. Conviction, finding of guilt, withheld judgment or suspended sentence in this or any other state for the dealing, selling or trafficking of controlled substances or simulated controlled substances as those terms are defined in Idaho Code, §37-2701;
  - h. A guilty plea or a finding of guilt, notwithstanding the form of the judgment or withheld judgment in this or any other state, of the crime of involuntary manslaughter, section 18-4006 2. or section 18-4006 3., Idaho Code;
  - i. Any disqualification which would have been sufficient grounds for refusing to issue or authorize a certificate, if the disqualification existed or had been known at the time of its issuance or authorization;
  - j. Willful violation of any Code of Ethics of the Idaho Teaching Profession or conduct as adopted by the State Board of Education;
  - k. The State Board of Education shall permanently revoke any Idaho teaching certificate or deny the application for certification of a person who pleads guilty to or has any form of judgment against him/her for certain felony offenses against children.

2. The state board of education **shall** permanently revoke any certificate issued or authorized under the provisions of section 33-1201, Idaho Code, and **shall** deny the application for issuance of a certificate of a person who pleads guilty to or is found guilty of, notwithstanding the form of the judgment or withheld judgment, any of the following felony offenses against a child:
  - a. The aggravated assault of a child, section 18-905, Idaho Code, or the assault with intent to commit a serious felony against a child, section 18-909, Idaho Code.
  - b. The aggravated battery of a child, section 18-907, Idaho Code, or the battery with intent to commit a serious felony against a child, section 18-911, Idaho Code.
  - c. The injury or death of a child, section 18-1501, Idaho Code.
  - d. The sexual abuse of a child under sixteen (16) years of age, section 18-1506, Idaho Code.
  - e. The ritualized abuse of a child under eighteen (18) years of age, section 18-1506A, Idaho Code.
  - f. The sexual exploitation of a child, section 18-1507, Idaho Code.
  - g. Possession of photographic representations of sexual conduct involving a child, section 18-1507A, Idaho Code.
  - h. Lewd conduct with a child under the age of sixteen (16) years, section 18-1508, Idaho Code.
  - i. The sale or barter of a child for adoption or other purposes, section 18-1511, Idaho Code.
  - j. The murder of a child, section 18-4003, Idaho Code, or the voluntary manslaughter of a child, section 18-4006 1., Idaho Code.
  - k. The kidnapping of a child, section 18-4502, Idaho Code.
  - l. The importation or exportation of a juvenile for immoral purposes, section 18-5601, Idaho Code.
  - m. The abduction of a person under eighteen (18) years of age for prostitution, section 18-5610, Idaho Code.
  - n. The rape of a child, section 18-6101 or 18-6108, Idaho Code.



## VIII. PRIOR CERTIFICATION IRREGULARITIES OR LEGAL CONVICTIONS

The Application for an Idaho Professional Education Credential form requires each applicant to respond to three (3) questions about prior certification irregularities or legal convictions (other than minor traffic violations). The specific section of the application form, revised 05-99, is reprinted below exactly as it appears on the form:

Have you ever had a teaching certificate revoked, suspended, or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation proceedings in Idaho or another state?      ☐ Yes    ☐ No

Have you ever been convicted of any crime or violation of any law in any state, federal or military court?      ☐ Yes    ☐ No

**NOTE:** For the purpose of this question, conviction includes (1) all instances in which a plea of guilty or *nolo contendere* is the basis of conviction, (2) all proceedings in which a sentence has been suspended, deferred, or withheld, and (3) all proceedings in which the prosecution was deferred. **Do not** include convictions for minor traffic violations.

If answer is **YES** to any of the above, the following applies:

If you were adjudicated of a **MISDEMEANOR**:

1. Less than five (5) years ago, it is necessary to provide a written explanation and any relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition of the offense (s).
2. More than five (5) years ago, a written explanation is necessary.

If you were adjudicated of a **FELONY**, regardless of how long ago:

1. It is necessary to provide a written explanation and any relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition of the offense (s).

By your signature upon this application, you attest and affirm that all statements made on this application are true and correct according to your knowledge and belief. You further attest and affirm that you have and will abide by Idaho Code and State Board of Education rules and regulations relative to the responsibility and conduct of certificated Idaho educators. Entry of false information on this application **could** result in denial of your application or revocation of your certificate.

Applicants who indicate that previous teaching certificates have been revoked, suspended, denied or voluntarily relinquished **are required** to attach explanations of the circumstances. Applicants who indicate they have been adjudicated guilty in a court of law **are required** to attach explanations of the circumstances and provide police report(s) and court records.

## IX. DEALING WITH VIOLATIONS OF ETHICS STANDARDS

The **Code of Ethics** for the Idaho Teaching Profession was revised in 1995-96 by the Professional Standards Commission and approved by the State Board of Education. The entire policy is included in **Appendix A** of this manual.

Under Idaho Code, §33-1208, a violation of the Code of Ethics is grounds for revocation or suspension of one's teaching certificate. An allegation of ethical misconduct may be brought by an Idaho local board of trustees or by any individual (other than a student of an Idaho public school) who has substantial interest in the matter.

Upon receipt of a written allegation, the Chief Certification Officer, who also serves as the Administrator of the Professional Standards Commission, initially reviews **all** written complaints. An initial determination will be made as to whether the Professional Standards Commission has jurisdiction. If jurisdiction is determined, the results of the investigation **will** be presented to the Executive Committee of the Professional Standards Commission, which reviews the circumstances of the case and determines whether **sufficient grounds** exist to warrant filing a formal complaint against the individual accused of misconduct. If sufficient grounds are found to exist, the Chief Certification Officer files a formal complaint against the accused person. Upon a request for a hearing by the accused person, the State Superintendent of Public Instruction authorizes the Professional Standards Commission to name a three-member panel to hear the charges. Such hearings are held in compliance with Idaho Code, §32-1209. Final disposition **will be** either a:

1. **non-guilty decision;**
2. **letter of reprimand** to become part of the accused person's file;
3. **suspension** of the certificate; or
4. **revocation** of the accused person's certificate.

## X. CRIMINAL HISTORY CHECK

By action of the 1996 State Legislature, Chapter 1, Section 33, of the Idaho Code was amended as follows:

New Section 33-130 requires - through the State Department of Education and in cooperation with the Department of Law Enforcement - a Criminal History Check (CHC) for the following school district employees and applicants for certification pursuant to Chapter 12, Title 33, Idaho Code:

1. **All** first-time applicants for Idaho certification and those applying for reinstatement;
2. **All** first-time, **non-certificated** applicants. **Note:** This includes, but is not limited to, cooks, custodians, bus drivers and aides; and
3. **All** persons who have been in the employ of the district five (5) years or less. **Note:** This includes **all** certificated and non-certificated personnel.

The State Department of Education **shall** charge **all** applicants a fee of \$40 for undergoing a Criminal History Check.

The **required time frame** for obtaining the Criminal History Check follows:

1. For all first-time employees, within three (3) months of starting employment;
2. For all employees with five (5) years or less with the district, within three (3) months of being notified that this Check is required.
3. For all first-time applicants and those applying for reinstatement, a Criminal History Check **must be** completed prior to issuance of a certificate.

The Criminal History Check **shall** include the following:

1. Statewide Bureau of Criminal Identification (BCI);
2. Federal Bureau of Investigation (FBI);
3. National Crime Information Center (NCIC); and
4. Statewide Sex Offender Register (SSOR).

A record of **all** Criminal History Checks **shall** be maintained at the State Department of Education, with a copy of the individual FBI record going to the applicant. Unless a criminal history is found, the FBI **will** destroy the fingerprint cards once the Criminal History Check is completed. Any challenge to the results of the Criminal History Check **will be** between the individual and the FBI.

If the Criminal History Check shows that the employee has been convicted of a **felony** crime enumerated in Section 33-1208, Idaho Code, it **shall** be grounds for immediate termination, dismissal or other personnel action of the district, except that it shall be the right of the school district to evaluate whether an individual convicted of one (1) of these crimes and having been incarcerated for that crime shall be hired. **Note:** The final authority for issuance, non-issuance, revocation or suspension of a certificate rests with the Professional Standards Commission.

## **X. CRIMINAL HISTORY CHECK (Cont.)**

The district **may** require any or all persons who have been employed continuously with the **same** district for **more than** (5) years to undergo a Criminal History Check as provided in Section 33-130, Idaho Code. If the district elects to require Criminal History Checks for such employees, the district **shall** pay the costs of the Criminal History Check or reimburse employees for such cost.

Each board of trustees of a school district **shall** be responsible for developing a system for registering **volunteers** or **contractors** consistent with maintaining a safe environment for their students.

### **A. SUBSTITUTE TEACHERS**

Substitute teachers are required to undergo a Criminal History Check pursuant to Chapter 12, Title 33, Idaho Code.

**EFFECTIVE MARCH 1999** A substitute teacher who has undergone a Criminal History Check at the request of one (1) district in which he/she has been employed as a substitute **shall not** be required to undergo an additional Criminal History Check at the request of any other district in which he/she is employed as a substitute if the teacher has obtained a Criminal History Check within the previous three (3) years. If the district next employing the substitute still elects to require another Criminal History Check within the three-year period, that district **shall** pay the cost of the Criminal History Check or reimburse the substitute teacher for such cost.

## **XI. IDAHO EDUCATOR CREDENTIALS**

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

**070. IDAHO EDUCATOR CREDENTIAL.**

The State Board of Education will authorize the Office of Teacher Certification to issue the following certificates and endorsements on the IDAHO EDUCATOR CREDENTIAL to those individuals meeting the specific requirements for each area. **The requirements for each certificate and endorsement are outlined in the Professional School Personnel Certification Standards manual. (Section 33-1201, Idaho Code)**

**PROCEDURE:**

In compliance with Idaho Code, 33-1201, the State Board of Education will authorize the Officer of Teacher Certification to issue the following **certificates and endorsements** on the **IDAHO EDUCATOR CREDENTIAL** to those individuals meeting the specific requirements for each area:

**NOTE:** The following certificate and endorsement titles are incorporated as part of Rule 070 noted above.

**A. BASIC EDUCATION TEACHING CERTIFICATES**

Standard Elementary, K-8

Early Childhood/Early Childhood Special Education Blended Certificate (Birth – Grade 3)  
(effective 7-1-02)

Standard Secondary, 6-12

Professional-Technical Education 6-12

Occupational Specialist

Standard

Advanced

**1. ENDORSEMENTS, ELEMENTARY**

All 6-12 subject area endorsements - see page 43

Early Childhood Education (Pre-K-3) See p. 34-35 (expires 6-30-02)

Early Childhood Special Education (Pre-K-3) See p. 34 (expires 6-30-02)

**2. ENDORSEMENTS, K-12**

Art  
Bilingual Education  
Education Media Generalist  
English as a Second Language  
Foreign Language  
Gifted and Talented  
Music  
Physical Education  
Reading

**3. ENDORSEMENTS, 6-12**

Agricultural Science & Technology  
American Government  
American Studies  
Anthropology  
Art  
Arts and Crafts  
Biological Science  
Business Technology Education  
Chemistry  
Communication  
Computer Applications  
Consumer Economics  
Drafting  
Dramatics  
Driver Education  
Earth Science  
Economics  
Electricity/Electronics  
English  
Family and Consumer Science  
Foreign Language  
Geography  
Health  
History  
Humanities  
Journalism  
Marketing Technology Education  
Mathematics  
    Basic  
    Standard  
Music  
Natural Science  
Physical Education  
Physical Education/Health  
Philosophy

## **ENDORSEMENTS, 6-12 (Cont.)**

Physical Science  
Physics  
Political Science  
Psychology  
Reading  
Social Studies  
Sociology  
Sociology/Anthropology  
Speech  
Speech/Drama  
Technology Education  
Work-Based Learning Coordinator

### **B. ADMINISTRATOR CERTIFICATE** (see pages 57-59; 85)

Director of Special Education K-12 (pp. 58-59) (expires 6-30-02)  
Director of Special Education and Related Services Pre-K-12 (pp. 61-62) (effective 7-1-02)  
School Principal, K-12 (p 57) (expires 6-30-02)  
School Principal, Pre-K-12 (p 60) (effective 7-1-02)  
Superintendent (p 58) (expires 6-30-02)  
Superintendent (p 61) (effective 7-1-02)  
Professional-Technical Administrator (p 85)

### **C. PUPIL PERSONNEL SERVICES CERTIFICATE** (See pages 63-66; 84-85)

Audiology (p. 65)  
Counselor, K-12 (p 63)  
Career Counselor (p 84-85)  
School Nurse (p 64) (expires 6-30-02)  
School Nurse (pp. 64-65) (effective 7-1-02)  
School Psychologist (pp. 63-64)  
School Social Worker (p 66)  
Speech-Language Pathologist (p 65)

### **D. EARLY CHILDHOOD/EARLY CHILDHOOD SPECIAL EDUCATION BLENDED CERTIFICATE (Birth – Grade 3)** (See pages 36-38) (effective 7-1-02)

### **E. EXCEPTIONAL CHILD CERTIFICATE, K-12** (See pages 34-35;67-70) (expires 6-30-02)

Early Childhood (Pre-K-primary) (pp. 34-35) (expires 6-30-02)  
Early Childhood Special Education (p 34) (expires 6-30-02)

Exceptional Child, Hearing Impaired ( p 69)  
Exceptional Child, Multiple Impairment (p 69)  
Exceptional Child, Physically Impaired (p 69)  
Exceptional Child, Seriously Emotionally Disturbed (p 69)  
Exceptional Child, Severe Retardation (p 69)  
Exceptional Child, Visually Impaired (p 69)  
Supervisor/Coordinator of Special Education (p 70)  
Consulting Teacher Endorsement (pp. 69-70)

**F. LIMITED CERTIFICATION** (see pages 80-83)

Interim Certificate in Lieu of Secondary Occupational Endorsement (p 81)  
Limited Occupational Specialist Certificate (p 83)

**G. LIMITED APPROVALS** (see pages 71-77)

Consultant Specialist (p 71)  
Letter of Authorization (pp. 72-73)  
Limited Transitional (p 77)  
Postsecondary Specialist (p 77)  
Alternate Route (Teacher Trainee Program) (pp. 73-76)

All **certificates** and **endorsements** issued prior to July 1, 1997, and kept current will be “grand fathered” and may be renewed prior to the expiration date, when verification of all renewal requirements are presented to the Office of Teacher Certification. These certificates and endorsements will be recognized for employment and assignment purposes. Upon application for renewal, the new **IDAHO EDUCATOR CREDENTIAL** will be issued, with corresponding certificates and endorsements listed as appropriate.



## XII. THE ELEMENTARY SCHOOL CERTIFICATE

An Elementary Certificate:

1. **May** be issued by the State Board of Education to any person who has a bachelor's degree from an accredited college or university and meets the following requirements:

**NOTE:** **Required** is an institutional recommendation (see **Appendix B2**) or verification of two years of certificated teaching experience in grades K-8 (see **Appendix B6**).

### PROFESSIONAL EDUCATION CORE REQUIREMENTS

A **minimum** of twenty-four semester (thirty-six quarter) credit hours in the philosophical, psychological, and methodological foundations and in the professional subject matter of elementary education, which **must** include:

1. Six semester credit hours of developmental reading and its application to the content areas (**must** have some credit in each area); and,
2. A **minimum** of six semester (nine quarter) credit hours of elementary student teaching.

**NOTE:** Three years of satisfactory experience (experience earned while holding a certificate) as a teacher in grades K-8 **may** be substituted for the student teaching requirement.

### GENERAL EDUCATION REQUIREMENTS

1. A **minimum** of forty-four semester (sixty-six quarter) credit hours in general education selected from the following areas: the humanities, the social sciences, the fine arts, mathematics, natural sciences (biological, earth, and/or physical), and language skills. These forty-four semester credit hours **shall** include the following:
  - a. Twelve semester (eighteen quarter) credit hours of English, including composition and literature;
  - b. Twelve semester (eighteen quarter) credit hours of social science, **including U.S. history and/or American (federal) government** (psychology will not satisfy this requirement). Course work accepted as social science must be earned through these departments: History, Political Science, Sociology, Anthropology, Economics and/or Geography;
  - c. Eight semester (twelve quarter) credit hours in **two or more areas** of natural science (psychology **will not** satisfy this requirement). The three (3) natural science areas are: Biological Science, Physical Science and Earth Science (see pages 45, 55, and 48, respectively, for details).

- d. Three semester (four quarter) credit hours of fine arts (music or art) department course work;
- e. Six semester (nine quarter) credit hours in math department course work; and,
- f. Three semester (four quarter) credit hours in the content or methods of physical education and/or health education, exclusive of activity classes.

### **NINTH GRADE ENDORSEMENT ON AN ELEMENTARY CERTIFICATE**

An Idaho K-8 Elementary Certificate **may** be endorsed for teaching in the ninth grade. The **intent** of allowing secondary endorsements on an Elementary Certificate **is** to acknowledge the academic background of middle school teachers. It **is not** the intent, nor is it permissible, for a teacher with an Elementary Certificate to teach students in grades 10-12, even with a ninth grade endorsement.

If the minimum credit requirements for a Secondary endorsement are met, an endorsement allowing teaching of that subject area through grade 9 **may** be added to the Elementary Certificate.

An Elementary Certificate allows the certificate holder to teach **any** subject in grades K-8, in both multiple-subject and single-subject, non-special education classrooms. However, if the teacher meets the requirements for a subject area endorsement on a Standard Secondary Certificate (see pages 39-56), an endorsement allowing teaching of that subject area through grade 9 **may** be added to the Elementary Certificate. To teach a subject area in grades 10-12, a teacher **must** hold a Standard Secondary Certificate (see page 39).

### **K-12 ENDORSEMENT ON AN ELEMENTARY CERTIFICATE**

An Elementary Certificate **may** be endorsed K-12 for teaching music, art, physical education, reading and foreign language in the secondary school when the teacher has completed three semester (four quarter) credit hours in secondary school methods in the areas of the endorsement, **or** has three semester (four quarter) credit hours earned through directed teaching of the subject at the secondary level, **and** meets the academic qualifications for the subject area. Driver Education and Education Media Generalist (Library) endorsements **may** also be added to an Elementary Certificate. Requirements for these endorsements are described in Subject Area Endorsements as listed on pages 41-42 and specifically found on pages 43-56.

### **PROFICIENCY**

Proficiency in the areas noted above is measured by semester credit hours and/or achievement of content competency as determined by assessment developed by institutions of higher education and approved by a state board of education.

**SAMPLE CHECKLIST USED TO DETERMINE  
ELIGIBILITY FOR THE  
ELEMENTARY CERTIFICATE**

- \_\_\_\_ An acceptable bachelor's degree verified by official transcripts.
- \_\_\_\_ Institutional recommendation or written verification of two (2) years of certificated experience in grades K-8.
- \_\_\_\_ Professional education credits, to include:
- a. \_\_\_\_ A minimum of six (6) semester credit hours in elementary student teaching. Verification of three years' satisfactory comparable teaching experience **may** be substituted for this requirement.
  - b. \_\_\_\_ Educational psychology and/or child growth and development.
  - c. \_\_\_\_ Foundations and/or principles of education.
  - d. \_\_\_\_ Methods of teaching in the elementary school (Math, Language Arts, Social Studies, Science).
  - e. \_\_\_\_ semester credit hours in reading. Six semester credit hours in developmental reading **are required.**
- \_\_\_\_ Additional work in general education. Course work **must** be taken through appropriate departments. Teacher education course work **does not** apply toward these requirements.
- \_\_\_\_ ENGLISH  
(12 semester credits required, including composition and literature)
- \_\_\_\_ SOCIAL STUDIES  
(12 semester credits required, including either U.S. history or U.S. federal government)
- \_\_\_\_ SCIENCE  
(8 semester credits required in at least two areas of science)
- \_\_\_\_ MATHEMATICS  
(6 semester credits required; not methods)
- \_\_\_\_ FINE ARTS  
(3 semester credits required; art or music departments)
- \_\_\_\_ PHYSICAL EDUCATION/HEALTH EDUCATION  
(3 semester credits required; not activity classes)
- \_\_\_\_ Recent Credit \_\_\_\_\_  
(6 semester credit hours earned within the last five years. Semester credit hours taken to meet above deficiencies **will** apply towards this requirement.)

**OVERVIEW: IDAHO CERTIFICATES AND ENDORSEMENTS  
RELATED TO SERVICES FOR YOUNG CHILDREN**

<b>CERTIFICATES</b>	<b>ENDORSEMENTS</b>	<b>COMMENTS</b>
Elementary	Early Childhood	Identifies preparation for pre-K and primary grades
Elementary or Exceptional Child	Early Childhood Special Education	Required to teach young children with disabilities, ages 3-5

**A. Early Childhood-Special Education Endorsement**

(expires 6-30-02)

Persons who already hold an Elementary Certificate or an Exceptional Child Certificate **may** hold the Early Childhood-Special Education endorsement by fulfilling the following requirements.

1. A **minimum** of twenty semester (thirty quarter) credit hours of course work is required in the education of preschool children with disabilities. The credits **are** to relate to:
  - a. psychological and physiological development of all preschool children;
  - b. sociological concepts dealing with the development of self-concept and group responsibility;
  - c. causes and characteristics of exceptionalities;
  - d. language development and disorders;
  - e. adaptation of curricular materials;
  - f. family characteristics of the child with disabilities; and,
  - g. family services; assessment procedures in early childhood special education and other topics relating to Early Childhood-Special Education.

This endorsement **allows** the holder to teach young children with disabilities, ages three to five. It **does not** allow the holder to teach in special education K-12 settings.

**B. Early Childhood Endorsement (Pre-K - Primary)**

(expires 6-30-02)

Persons who already hold an Elementary Certificate **may** hold this endorsement by fulfilling the requirements below.

1. A **minimum** of twenty semester (thirty quarter) credit hours distributed **to include** course work in each of the following areas:
  - a. Child development and behavior with emphasis in cognitive-language, physical, social and emotional areas, birth through age 8;
  - b. Curriculum and program development for young children ages 3-8;

- c. Methodology: planning, implementing and evaluating environments and materials for young children ages 3-8;
- d. Guiding young children's behavior: observing, assessing and individualizing ages 3-8;
- e. Identifying and working with atypical young children ages 3-8;
- f. Parent-teacher relations; and,
- g. Field work to include an internship and student teaching at the Pre-K - primary grades.

### **XIII. EARLY CHILDHOOD/EARLY CHILDHOOD SPECIAL EDUCATION BLENDED CERTIFICATE (Birth-Grade 3)**

(effective 7-1-02)

Holders of this certificate work with all young children from birth through grade three, including those who are at-risk or have developmental delays. This certificate is non-categorical and allows one to teach in any educational setting for young children from birth through grade three.

An Early Childhood/Early Childhood Special Education Blended Certificate (Birth – Grade 3) **may** be issued to any person who has a bachelor's degree from an accredited college or university and who meets the following requirements:

1. A **minimum** of thirty (30) semester (forty-five quarter hours) credit hours in the philosophical, psychological, and methodological foundations in instructional technology and in the professional subject matter of early childhood and early childhood-special education. The professional subject matter of early childhood and early childhood-special education **must** include course work specific to the young child from birth through grade three in the areas of:
  - a. child development and learning;
  - b. curriculum development and implementation;
  - c. family and community relationships;
  - d. assessment and evaluation;
  - e. professionalism; and,
  - f. application of technologies.

**NOTE:** The thirty (30) required credit hours **must** include not less than six (6) semester (nine quarter hours) credits hours of early childhood student teaching and three (3) semester credit hours of developmental reading.

2. **Proficiency** in these areas is measured by semester credit hours and/or achievement of content competency as determined by assessment developed by institutions of higher education and approved by the State Board of Education.
3. A **minimum** of forty-four semester (sixty-six quarter credits) credit hours in general education selected from the following areas: the humanities, social sciences, the fine arts, mathematics, natural sciences (biological, earth, and/or physical), and language skills. These forty-four credit hours shall include the following:

- a. Twelve semester (18 quarter hours) credit hours of English, including composition and literature;
  - b. Twelve semester (18 quarter hours) credit hours of social science, including U.S. History and/or U.S. Federal Government (psychology **will not** fulfill this requirement). Course work accepted from the social sciences must be earned through these departments: History, Political Science, Sociology, Anthropology, Economics, and/or Geography;
  - c. Eight semester (12 quarter hours) credit hours in two or more areas of natural science (psychology will not fulfill this requirement);
  - d. Three semester (four quarter hours) credit hours of fine arts (music or art);
  - e. Six semester (nine quarter hours) credit hours of mathematics; and,
  - f. Three semester (four quarter hours) credit hours in the content or methods of physical education and/or health education, exclusive of activity classes.
4. An institutional recommendation from an accredited college or university.

A Blended Early Childhood Certificate is valid in grades K-3 in an elementary school. It is valid, also, in inclusive preschools and other programs designed to serve typically and atypically developing young children from birth through age eight.

K-12 endorsements **may** be added to the Blended Birth through Grade Three Certificate through completion of currently adopted requirements.

**SAMPLE CHECKLIST USED TO DETERMINE ELIGIBILITY FOR THE  
EARLY CHILDHOOD/EARLY CHILDHOOD – SPECIAL EDUCATION BLENDED  
CERTIFICATE (Birth – Grade 3)**

\_\_\_\_\_ An acceptable bachelor's degree verified by official transcripts.

\_\_\_\_\_ Institutional recommendation or verification of two (2) years certificated experience teaching birth-grade 3.

\_\_\_\_\_ Professional education credits to include:

- a. \_\_\_\_\_ A minimum of six (6) semester credit hours in early childhood student teaching. Verification of three years' satisfactory comparable teaching experience may be substituted for this requirement.
  - b. \_\_\_\_\_ Educational psychology and/or child growth and development.
  - c. \_\_\_\_\_ Foundations and/or principles of education.
  - d. \_\_\_\_\_ Professional subject matter of early childhood education and early childhood special education.
  - e. \_\_\_\_\_ semester credit hours in reading. Three semester credit hours in developmental reading are required.
  - f. \_\_\_\_\_ Additional work in general education. Course work **must** be taken through appropriate departments. Teacher education course work does not apply toward these requirements.
- 
- 1) \_\_\_\_\_ ENGLISH (12 semester credits required, including composition and literature)
  - 2) \_\_\_\_\_ SOCIAL STUDIES (12 semester credits required, including either U.S. history or U.S. federal government)
  - 3) \_\_\_\_\_ SCIENCE (8 semester credits required in at least two separate areas of science)
  - 4) \_\_\_\_\_ MATHEMATICS (6 semester credits required, not methods classes)
  - 5) \_\_\_\_\_ FINE ARTS (3 semester credits required; art or music department)
  - 6) \_\_\_\_\_ PHYSICAL EDUCATION/HEALTH EDUCATION (3 semester credits required, not activity classes)

\_\_\_\_\_ Recent credit (6 semester credits earned within the last five years. Semester credit hours taken. Semester credit hours taken to meet above deficiencies will apply toward this requirement.)



## **XIV. THE SECONDARY SCHOOL CERTIFICATE AND SUBJECT AREA ENDORSEMENTS**

### **A. SECONDARY CERTIFICATE 6-12**

A Secondary Certificate **may** be issued by the State Board of Education to any person who has a bachelor's degree from an accredited college or university and meets the following specific requirements:

**NOTE: Required** is an institutional recommendation (see **Appendix B2**) or verification of two years of certificated teaching experience in grades 6-12 (see **Appendix B6**).

1. **Minimum** requirement of twenty semester (thirty quarter) credit hours in the philosophical, psychological, and methodological foundations, in instructional technology, and in the professional subject matter of secondary education, which **must** include not less than six semester (nine quarter) credit hours of secondary student teaching and three semester credit hours of reading in the content area. Three years of satisfactory and successful experience (earned while holding a certificate) as a teacher in the secondary school (grades 6-12) **may** be substituted for the student teaching requirement.
2. **Proficiency** in these areas is measured by semester credit hours and/or achievement of content competency as determined by assessment developed by institutions of higher education and approved by the State Board of Education.
3. **Preparation** in **at least** two fields of secondary teaching: a major subject of **at least** thirty semester (forty-five quarter) credit hours and a minor subject of **at least** twenty semester (thirty quarter) credit hours, **or** preparation of **not less** than forty-five semester (sixty-seven quarter) credit hours in a single subject area may be used in lieu of a major and minor field.

**SAMPLE CHECKLIST USED TO DETERMINE  
ELIGIBILITY FOR SECONDARY CERTIFICATION**

- \_\_\_\_\_ An acceptable bachelor's degree verified by official transcripts.
- \_\_\_\_\_ Institutional Recommendation or written verification of two (2) years certificated experience in grades 6-12.
- \_\_\_\_\_ Professional education, to include:
- a. \_\_\_\_\_ A minimum of six (6) semester credit hours in secondary student teaching. Verification of three years' satisfactory comparable teaching experience **may** be substituted for this requirement.
  - b. \_\_\_\_\_ Educational psychology and/or child growth and development.
  - c. \_\_\_\_\_ Foundations and/or principles of education.
  - d. \_\_\_\_\_ General methods of teaching in secondary school or methods of teaching in the major/minor teaching fields.
  - e. \_\_\_\_\_ semester credit hours in reading. Of these, three semester credit hours in methods of teaching reading in the content area **are required**.
- \_\_\_\_\_ An acceptable teaching major: \_\_\_\_\_  
(at least thirty semester credits required)
- \_\_\_\_\_ An acceptable teaching minor: \_\_\_\_\_  
(at least twenty semester credits required)
- \_\_\_\_\_ An acceptable composite (single subject) teaching major: \_\_\_\_\_  
(at least forty-five semester credit hours required)
- \_\_\_\_\_ Recent Credit:  
(6 semester credit hours earned within the last five years. Semester credits hours taken to meet above deficiencies **will** apply towards this requirement.)

## **XV. STANDARDS FOR SUBJECT AREA ENDORSEMENTS ON SECONDARY CERTIFICATES**

**NOTE: The list below is a duplicate of pages 27-30  
designed for easy reference.**

### **ENDORSEMENTS, 6-12**

Agricultural Science and Technology  
American Government  
American Studies  
Anthropology  
Art  
Arts and Crafts  
Biological Science  
Business Technology Education  
Chemistry  
Communication  
Computer Applications  
Consulting Teacher  
Consumer Economics  
Drafting  
Dramatics  
Driver Education  
Earth Science  
Economics  
Electricity/Electronics  
English  
Family and Consumer Science  
Foreign Language  
Geography  
Health  
History  
Humanities  
Journalism  
Marketing Technology Education  
Mathematics  
    Basic  
    Standard  
Music  
Natural Science  
Physical Education  
Physical Education/Health  
Philosophy  
Physical Science  
Physics  
Political Science  
Psychology  
Reading  
Social Studies

**(Endorsements – continued on next page)**

## **ENDORSEMENTS, 6-12 (Cont.)**

Sociology

Sociology/Anthropology

Speech

Speech/Drama

Supervisor/Coordinator of Special Education

Technology Education

Work-Based Learning Coordinator

## **XV. STANDARDS FOR SUBJECT AREA ENDORSEMENTS ON SECONDARY CERTIFICATES (Cont.)**

Idaho secondary schools **may** include high schools, junior high schools, and middle schools; the range of grades includes 6-12. Secondary certificates **are** endorsed for subject areas appropriate to Idaho secondary schools. Endorsements require thirty semester (forty-five quarter) credit hours for a teaching field major and twenty semester (thirty quarter) credit hours for a teaching field minor, or forty-five (sixty-seven quarter) semester credits for a single teaching field, a composite major.

A Secondary Certificate which is endorsed for teaching music, art, physical education, reading, and a foreign language in the secondary school **may** be endorsed K-12 to permit teaching in the elementary school when the teacher has completed three semester (four quarter) credit hours in elementary school methods in the area of the endorsement, or has three semester (four quarter) credit hours earned through directed teaching of the subject at the elementary school level.

An official statement of competency in a teaching area or field **may** be accepted in lieu of courses for a teaching major or minor. Such statements **must** originate in the department or division of the accredited college or university in which the competency is established and be approved by the director of teacher education of the recommending college or university.

**Requirements which follow are based on a minimum of twenty semester (thirty quarter) credit hours** (a teaching minor) unless otherwise specified. Credits **must be** earned through appropriate departments (e.g., for an English endorsement, course work **must be** taken through the English Department.) Subject areas are arranged alphabetically. Credits required in respective areas are indicated below:

**NOTE:** When converting quarter credit hours to semester credit hours, three (3) quarter hours equal two (2) semester hours.

### **A. SUBJECT AREA ENDORSEMENTS (6-12)**

**NOTE:** Following the endorsement titles listed below is a written description of each. This list is designed for easy reference.

### **6-12 AREA ENDORSEMENTS WITHOUT SPECIFIC REQUIREMENTS**

**But for a few exceptions, the following endorsements require twenty (20) semester credit hours of course work from the respective departments:**

AMERICAN STUDIES	ANTHROPOLOGY	ART (K-12 or 6-12)*
CHEMISTRY	DRAFTING	ECONOMICS
FOREIGN LANGUAGE (K-12 or 6-12)*	Includes each individual language endorsement (e.g., Spanish, French, etc.)	
GEOGRAPHY	PHILOSOPHY	PHYSICS
POLITICAL SCIENCE	PSYCHOLOGY**	SOCIOLOGY

**\*NOTE:** To obtain an Art K-12 or a Foreign Language K-12 endorsement, any applicant holding a Standard Secondary Certificate needs to have completed an elementary methods class. If the certificate is a Standard Elementary Certificate, a secondary methods course needs to have been completed.

**\*\*NOTE:** Neither course work nor practicums/internships from guidance and/or counseling departments apply toward this endorsement.

**POSSIBLE TEACHING ASSIGNMENTS:** Only in the subject area of the respective endorsement.

### **AGRICULTURE SCIENCE & TECHNOLOGY (6-12)**

Forty-five (45) semester credit hours **are required** in Agriculture to include course work in **EACH** of the following areas:

AGRICULTURE EDUCATION	SOIL SCIENCE
AGRICULTURE MECHANICS	ANIMAL SCIENCE
AGRICULTURE BUSINESS MANAGEMENT	PLANT SCIENCE

**plus**

OCCUPATIONAL TEACHER PREPARATION course work --- see page 81

**POSSIBLE TEACHING ASSIGNMENTS:** All Agricultural Science and Technology courses, including professional-technical courses

### **AMERICAN GOVERNMENT (6-12)**

Twenty (20) semester credit hours to include:

AMERICAN GOVERNMENT	(a <b>MINIMUM</b> of six (6) semester credit hours)
AMERICAN HISTORY	(a <b>MINIMUM</b> of six (6) semester credit hours)
COMPARATIVE GOVERNMENT	(a <b>MINIMUM</b> of three (3) semester credit hours)

Remaining course work will be taken in the following areas: HISTORY and/or POLITICAL  
SCIENCE

**POSSIBLE TEACHING ASSIGNMENTS:** American Government, Political Science, American Studies, State History/Government

### **ARTS & CRAFTS (6-12)**

Twenty (20) semester credit hours to include course work in FOUR of the following areas:

WOODWORKING  
PLASTICS  
METAL ART

GRAPHIC ARTS  
CERAMICS

LEATHER WORK  
DRAFTING

**POSSIBLE TEACHING ASSIGNMENTS:** Arts & Crafts; Art

### **BILINGUAL EDUCATION (K-12)**

(adopted 2/99)

**NOTE:** As of July 1, 1999, the following course work **will** be required to obtain the Bilingual Education endorsement. The endorsement **will** be required after July 1, 2004.

Twenty (20) semester credit hours to include:

MODERN LANGUAGES: Six (6) semester credit hours (upper division only)

CULTURAL DIVERSITY: Three (3) semester credit hours (must be in the area of the target language AND/OR cross-cultural or multi-cultural course work)

ENGLISH AS A SECOND LANGUAGE: Seven (7) semester credit hours to include:

- **METHODOLOGY:** a minimum of three (3) semester hours in a non-workshop format;
- **BILINGUAL PRACTICUM or FIELD EXPERIENCE:** a **minimum** of one (1) semester credit hour.

Additional semester credit hours may include work in foundations, applied linguistics, testing, or bilingual education.

**NOTE:** Bilingual education is designed to help students meet the same rigorous academic standards that all other students meet, to keep students at grade level, and to help students meet graduation requirements on time.

**NOTE:** Restriction – Not more than five (5) semester credit hours of workshop credit **will** be accepted for this endorsement.

**POSSIBLE TEACHING ASSIGNMENTS:** Bilingual Education; Bilingual Director/Coordinator; ESL; ESL Director/Coordinator

**NOTE:** The Bilingual endorsement allows an ESL assignment, but the ESL endorsement **does not** allow Bilingual assignments.

### **BIOLOGICAL SCIENCE (6-12)**

Twenty (20) semester credit hours to include **at least** six (6) semester credit hours of course work in **EACH** of the following areas: BOTANY and ZOOLOGY (some course work in physiology is also recommended.)

**POSSIBLE TEACHING ASSIGNMENTS:** Biological Science; Life Science; Ecology

### **BUSINESS TECHNOLOGY EDUCATION (6-12)**

Twenty (20) semester credit hours within the areas of Business, Marketing, Computers, and Economics to include course work in EACH of the following areas:

INTERMEDIATE or ADVANCED KEYBOARDING  
BUSINESS/OFFICE PROCEDURES

ACCOUNTING

plus

OCCUPATIONAL TEACHER PREPARATION course work ---see page 81

**POSSIBLE TEACHING ASSIGNMENTS** : ALL Business courses, including professional-technical business education courses

### **COMMUNICATION (Speech) (6-12)**

Twenty (20) semester credit hours to include:

METHODS OF TEACHING SPEECH/COMMUNICATION

plus

Course work in at least four (4) of the following areas:

INTERPERSONAL COMMUNICATION/HUMAN RELATIONS  
ARGUMENTATION/PERSONAL PERSUASION  
GROUP COMMUNICATION  
NONVERBAL COMMUNICATION

PUBLIC SPEAKING  
DRAMA/THEATER ARTS

or

Possess an ENGLISH endorsement plus at least twelve (12) semester credit hours distributed among the following:

INTERPERSONAL COMMUNICATION/HUMAN RELATIONS  
METHODS OF TEACHING SPEECH/COMMUNICATION

PUBLIC SPEAKING

**POSSIBLE TEACHING ASSIGNMENTS**: Speech; Communications; Debate



### **COMPUTER APPLICATIONS (6-12)**

**NO** endorsement standard exists. The endorsement reflects competence and/or course work completion related to computer uses in educational settings.

Any teacher with an appropriate level teaching certificate (elementary for elementary classes, etc.) will be allowed to teach computer classes.

**POSSIBLE TEACHING ASSIGNMENTS:** All computer classes

### **CONSUMER ECONOMICS (6-12)**

**Must** hold an endorsement in ONE of the following areas:

AGRICULTURAL SCIENCE & TECHNOLOGY  
FAMILY & CONSUMER SCIENCES  
SOCIAL STUDIES

BUSINESS EDUCATION  
MARKETING EDUCATION

And have **at least** nine (9) semester credit hours to include six (6) hours in ECONOMICS and three (3) hours in a course DESIGNED FOR THE AVERAGE CONSUMER.

**POSSIBLE TEACHING ASSIGNMENTS:** Consumer Economics; Economics

### **DRAMATICS (6-12)**

Twenty (20) semester credit hours to include a **MINIMUM** of sixteen (16) semester credit hours in DRAMA or THEATER ARTS. The remaining four (4) semester credit hours may be from the area of COMMUNICATIONS.

**or**

Possess an English endorsement with a **MINIMUM** of six (6) semester credit hours in DRAMA or THEATER ARTS.

**POSSIBLE TEACHING ASSIGNMENTS:** Drama

### **DRIVER EDUCATION (6-12)**

Four (4) semester credit hours with **NOT LESS THAN** two (2) semester credit hours in:

BASIC DRIVER EDUCATION FOR TEACHERS

**and**

NOT LESS THAN two (2) semester credit hours in such courses as:

ADVANCED DRIVER EDUCATION  
DRIVER SIMULATOR EDUCATION  
TRAFFIC ENGINEERING

GENERAL SAFETY EDUCATION  
HIGHWAY TRANSPORTATION

**plus**

Three (3) years of satisfactory driving experience immediately prior to the endorsement as verified by the Motor Vehicle Division of the State Department of Transportation.

**POSSIBLE TEACHING ASSIGNMENTS:** Driver Training

### **EARTH SCIENCE (6-12)**

Twenty (20) semester credit hours. Some course work **MUST** be taken in **EACH** of the following:

EARTH SCIENCE

ASTRONOMY

GEOLOGY

**POSSIBLE TEACHING ASSIGNMENTS:** Earth Science; Geology; Environmental Science; Space Science

### **EDUCATION MEDIA GENERALIST (K-12)**

Twenty (20) semester credit hours in the general field of Educational Media (Library Science). A **MINIMUM** of fifteen (15) semester credit hours of course work **MUST** be distributed among **EACH** of the following areas:

MATERIAL SELECTION/COLLECTION DEVELOPMENT      LITERATURE FOR YOUTH  
ORGANIZATION/ADMINISTRATION OF EDUCATIONAL MATERIALS  
LIBRARY AUTOMATION/INFORMATION TECHNOLOGY RESEARCH METHODS

The remaining five (5) semester credit hours **may** come from related course work.

**POSSIBLE TEACHING ASSIGNMENTS:** Library/Media

### **ENGLISH (6-12)**

Twenty (20) semester credit hours to include the following course work:

LINGUISTICS/GRAMMAR (3 semester credit hours)

AMERICAN LITERATURE (3 semester credit hours)

ENGLISH LITERATURE (3 semester credit hours)

WRITING METHODS FOR TEACHERS OF SECONDARY STUDENTS

ADVANCED COMPOSITION (A **MINIMUM** of six (6) semester credit hours, **EXCLUDING** the introductory sequence designed to meet the general education requirements.)

The remaining credit hours **MUST** be completed within the English department.

**POSSIBLE TEACHING ASSIGNMENTS:** Secondary Language Arts; English; Creative Writing; Grammar; Literature; Composition

### **ENGLISH AS A SECOND LANGUAGE (ESL) (K-12)**

**Adopted 2/99**

**Note:** As of July 1, 1999, the following course work will be required to obtain the English as a Second Language endorsement. The endorsement will be required after July 1, 2004.

Twenty (20) semester credit hours to include the following course work:

MODERN LANGUAGES (four (4) semester credit hours)

CULTURAL DIVERSITY (a **MINIMUM** of three (3) semester credit hours: anthropology and/or cross cultural or multi-cultural courses are recommended.)

ESL (a Minimum of seven (7) semester credit hours of work to include:)

ESL METHODS (a **MINIMUM** of three (3) semester credit hours)

PHILOSOPHICAL FOUNDATIONS, THEORY, TESTING/IDENTIFICATION OF LIMITED ENGLISH PROFICIENT STUDENTS, OR APPLIED LINGUISTICS IN ESL  
(a **MINIMUM** of three (3) semester credit hours)

ESL PRACTICUM or FIELD EXPERIENCE (a **MINIMUM** of one (1) semester credit hour)

ELECTIVES (three (3) semester credit hours in ESL related areas; linguistics recommended)

**NOTE:** Restriction-not more than five (5) semester credit hours of workshop will be accepted for this endorsement.

**NOTE:** ESL is designed to teach the English language to students with limited English proficiency.

**POSSIBLE TEACHING ASSIGNMENTS:** ESL; ESL DIRECTOR/COORDINATOR

### **FAMILY & CONSUMER SCIENCE (6-12)**

**Expires 6/30/02**

Forty-five (45) semester credit hours to include course work in **EACH** of the following:

CLOTHING & TEXTILES	FURNISHINGS & EQUIPMENT	FAMILY STUDIES
FOOD & NUTRITION	FAMILY RESOURCE MANAGEMENT	HOUSING
CONSUMER EDUCATION	HUMAN DEVELOPMENT	

**plus**

OCCUPATIONAL TEACHER PREPARATION course work --- see page 81

**POSSIBLE TEACHING ASSIGNMENTS:** ALL Family & Consumer Science courses, including professional-technical courses

### **FAMILY & CONSUMER SCIENCE (6-12)**

**(effective 7-1-02)**

A MINIMUM of thirty (30) semester credit hours that **MUST** include at least one course from **EACH** of the following:

CHILD/HUMAN DEVELOPMENT  
HUMAN/FAMILY RELATIONS  
DIRECTED LABORATORY EXPERIENCE in CHILDCARE  
CLOTHING & TEXTILES, CULTURAL DRESS, FASHION MERCHANDISING, or DESIGN  
NUTRITION  
FOOD PREPARATION, FOOD PRODUCTION, or CULINARY ARTS  
HOUSING, INTERIOR DESIGN, HOME MANAGEMENT, or EQUIPMENT  
CONSUMER ECONOMICS or FAMILY RESOURCE MANAGEMENT  
INTRODUCTION TO FAMILY CONSUMER SCIENCES  
INTEGRATION OF FAMILY CONSUMER SCIENCES **or** FAMILY & CONSUMER SCIENCE  
METHODS

**plus**

OCCUPATIONAL TEACHER PREPARATION course work --- see page 81

**POSSIBLE TEACHING ASSIGNMENTS:** All Family & Consumer Science courses, including professional-technical courses

### **GIFTED & TALENTED (K-12)**

**(adopted 2-99)**

**NOTE:** As of July 1, 1999, the following course work will be required to obtain the Gifted & Talented endorsement. The endorsement will be required after July 1, 2004.

Twenty (20) semester credit hours to include a **REQUIRED** three (3) semester credit hours in **EACH** of the following:

FOUNDATIONS OF GIFTED & TALENTED EDUCATION;  
CREATIVE/CRITICAL THINKING SKILLS for GIFTED & TALENTED STUDENTS;  
SOCIAL & EMOTIONAL NEEDS of GIFTED & TALENTED STUDENTS;  
CURRICULUM & INSTRUCTION for GIFTED & TALENTED STUDENTS; and,  
PRACTICUM & PROGRAM DESIGN for GIFTED & TALENTED EDUCATION

**POSSIBLE TEACHING ASSIGNMENTS:** Gifted & Talented Facilitator; Gifted & Talented Director/Coordinator

### **HEALTH (6-12)**

Twenty (20) semester credit hours to include course work in:

ORGANIZATION/ADMINISTRATION OF A SCHOOL HEALTH PROGRAM;  
HEALTH SCIENCE; and,  
METHODS OF TEACHING HEALTH

**also**

A **MINIMUM** of twelve (12) semester credit hours **MUST** be earned in at least four (4) of the following areas:

MENTAL HEALTH	SAFETY & ACCIDENT PREVENTION
CONSUMER HEALTH	FITNESS/WELLNESS
NUTRITION	SUBSTANCE USE & ABUSE
HUMAN SEXUALITY	DISEASE
AGING, DEATH, & DYING	COMMUNITY/ENVIRONMENTAL HEALTH

**NOTE:** Teachers holding a Health Occupations endorsement are approved to teach Health courses for high school graduation credit.

**POSSIBLE TEACHING ASSIGNMENTS:** Health (6-12)

### **HISTORY (6-12)**

Twenty (20) semester credit hours to include course work in the following:

UNITED STATES HISTORY (a **MINIMUM** of nine (9) semester credit hours)

AMERICAN FEDERAL GOVERNMENT (a **MINIMUM** of three (3) semester credit hours)

The remaining course work **MUST** be in HISTORY and/or POLITICAL SCIENCE.

**NOTE:** Up to three (3) semester credit hours of the history of a state or a region **MAY** apply toward the U.S. History requirement. Six (6) semester credit hours **MUST** be earned in general survey of U.S. History.

**POSSIBLE TEACHING ASSIGNMENTS:** American History; History; State history/government

### **HUMANITIES (6-12)**

Twenty (20) semester credit hours from the areas noted below are required, and you **MUST** have an endorsement in either ENGLISH or HISTORY.

**MUST** also have six (6) semester credit hours in **EACH OF TWO** of the following areas, excluding the endorsement area(s) and exclusive of studio or performing credits:

ART  
DRAMA

ENGLISH  
HISTORY

HUMANITIES  
MUSIC

FOREIGN LANGUAGE  
PHILOSOPHY

**POSSIBLE TEACHING ASSIGNMENTS:** Humanities

### **JOURNALISM (6-12)**

Twenty (20) semester credit hours to include:

JOURNALISM (a **MINIMUM** of sixteen (16) semester credit hours)

ENGLISH (the remaining four (4) semester credit hours **MUST** be in English)

**or**

Possess an English endorsement with a **MINIMUM** of six (6) semester credit hours in JOURNALISM.

**POSSIBLE TEACHING ASSIGNMENTS:** Journalism; Publications; Photography

### **MARKETING TECHNOLOGY EDUCATION (6-12)**

Twenty (20) semester credit hours to include course work in **EACH** of the following areas:

MARKETING                      MANAGEMENT                      ECONOMICS  
COORDINATION OF COOPERATIVE PROGRAMS      MERCHANDISING/RETAILING  
CURRICULUM & MATERIALS IN MARKETING

**plus**

OCCUPATIONAL TEACHER PREPARATION course work --- see page 81

The remaining semester credit hours **MUST** include course work in other business courses.

**POSSIBLE TEACHING ASSIGNMENTS:** ALL Marketing Education courses, including professional-technical marketing courses

### **MATHEMATICS – BASIC (6-12)**

Twenty (20) semester credit hours in Mathematics to include course work in:

ALGEBRA                      GEOMETRY                      TRIGONOMETRY

**NOTE:** Six semester credit hours of computer programming **will be** accepted toward the required 20 semester credit hours of math.

**POSSIBLE TEACHING ASSIGNMENTS:** General Math; Algebra I; Consumer Math; Applied Math

### **MATHEMATICS – STANDARD (6-12)**

Twenty (20) semester credit hours in Mathematics that **MUST** include course work in:

CALCULUS & ANALYTICAL GEOMETRY

The remaining course work **MUST** be selected from Math department course work. Some suggested topics are:

ABSTRACT ALGEBRA                      LINEAR ALGEBRA                      GEOMETRY  
PROBABILITY/STATISTICS

**NOTE:** Six semester credit hours of computer programming **will be** accepted toward the required 20 semester credit hours of math.

**POSSIBLE TEACHING ASSIGNMENTS:** ALL secondary level Math courses





### **PHYSICAL SCIENCE (6-12)**

Twenty (20) semester credit hours to include a **MINIMUM** of eight (8) semester credit hours in **EACH** of the following:

CHEMISTRY                      PHYSICS

**POSSIBLE TEACHING ASSIGNMENTS:** Physical Science; Chemistry; Physics

### **READING (6-12) or (K-12)\***

Twenty (20) semester credit hours to include a **MINIMUM** of fifteen (15) semester credit hours distributed among **EACH** of the following areas:

FOUNDATIONS OF READING or DEVELOPMENTAL READING  
READING IN THE CONTENT AREA    PSYCHOLINGUISTICS or LANGUAGE DEVELOPMENT  
LITERATURE FOR YOUTH                      CORRECTIVE/DIAGNOSTIC/REMEDIAL READING

The remaining course work **MAY** be taken from related areas.

**\*NOTE:** The K-12 endorsement **REQUIRES** an ELEMENTARY METHODS course.

**POSSIBLE TEACHING ASSIGNMENTS:** Reading; Remedial Reading

### **SOCIAL STUDIES (6-12)**

Twenty (20) semester credit hours of which the following are **REQUIRED**:

U.S. HISTORY (a **MINIMUM** of six (6) semester credit hours of general U.S. history survey)  
AMERICAN FEDERAL GOVERNMENT (a **MINIMUM** of three (3) semester credit hours)

The remaining semester credit hours **MUST** include work from at least four (4) of the following areas:

WORLD HISTORY                      GEOGRAPHY                      ECONOMICS  
ANTHROPOLOGY                      SOCIOLOGY                      POLITICAL SCIENCE

**POSSIBLE TEACHING ASSIGNMENTS:** ALL secondary Social Science courses

### **SOCIOLOGY/ANTHROPOLOGY (6-12)**

Twenty (20) semester credit hours to include a **MINIMUM** of six (6) semester credits in **EACH** of the following:

SOCIOLOGY

ANTHROPOLOGY

**POSSIBLE TEACHING ASSIGNMENTS:** Sociology; Anthropology

### **SPEECH/DRAMA (6-12)**

Twenty (20) semester credit hours to include a **MINIMUM** of six (6) semester credit hours in **EACH** of the following areas:

SPEECH

DRAMA

**POSSIBLE TEACHING ASSIGNMENTS:** Speech; Communications; Debate; Drama

### **TECHNOLOGY EDUCATION (6-12)**

Twenty (20) semester credit hours to include course work in **EACH** of the following areas:

COMMUNICATION TECHNOLOGY

MANUFACTURING TECHNOLOGY

COMPUTER APPLICATIONS

POWER, ENERGY & TRANSPORTATION

CONSTRUCTION TECHNOLOGY

PRINCIPLES OF TECHNOLOGY

ELECTRONICS TECHNOLOGY

**plus**

OCCUPATIONAL TEACHER PREPARATION course work --- see page 81

**POSSIBLE TEACHING ASSIGNMENTS:** **ALL** Technology Education courses, including Industrial Technology; Industrial Arts; professional-technical Industrial Technology courses

## XVI. THE ADMINISTRATOR CERTIFICATE

(expires 6-30-02)

Every person who serves as a superintendent, a secondary school principal, or a principal of an elementary school with eight or more teachers (including the principal), or is assigned administrative duties over and above those commonly assigned to teachers, **is required** to hold an Administrator Certificate. The certificate **may** be endorsed for service as school principal, superintendent, or director of special education. Assistant superintendents **are required** to hold the Superintendent endorsement. Assistant principals or vice-principals **are required** to hold the Principal endorsement.

Applicants for the Director of Special Education and Related Services Pre-K-12 endorsement **will** hold that endorsement on an Administrator Certificate. Possession of an Administrator Certificate **does not** entitle the holder to serve as a teacher at a grade level for which he is not qualified with a teaching certificate.

### A. SCHOOL PRINCIPAL K-12 ENDORSEMENT

(expires 6-30-02)

To be eligible for an Administrator Certificate endorsed for School Principal, a candidate **must** have satisfied the following requirements:

1. Hold a master's degree from an accredited college or university.
2. Have four years of full-time certificated experience working with students K-12 while under contract in a school setting. (A pertinent form is included in Appendix B6.)
3. Have completed an administrative internship, or have one year of experience as an administrator in grades K-12.
4. Provide verification of completion of a state-approved program of **at least** thirty semester (forty-five quarter) credit hours of graduate study in school administration for the preparation of school principals at an accredited college or university. This program **shall** include the following competencies: a) supervision of instruction; b) curriculum development; c) school finance; d) administration; e) school law; f) student behavior management; and g) education of special populations.
5. An institutional recommendation **is required** for a School Principal K-12. (A pertinent form is included in Appendix B3.)

## **B. SUPERINTENDENT ENDORSEMENT**

(expires 6-30-02)

To be eligible for an Administrator Certificate endorsed Superintendent, a candidate **must** have satisfied the following requirements:

1. Hold an education specialist or doctorate degree or complete a comparable post-master's sixth year program at an accredited college or university.
2. Have four years of full-time certificated experience working with students K-12 while under contract in a school setting. **(A pertinent form is included in Appendix B6.)**
3. Have completed an administrative internship or have one year of experience as an administrator in grades K-12.
4. Provide verification of completion of an approved program of **at least** thirty semester (forty-five quarter) credit hours of post-master's degree graduate study for the preparation of school superintendents at an accredited college or university. This program in school administration and interdisciplinary supporting areas **shall** include the following competencies in addition to those required for the principal:
  - a. advanced money management, budget and accounting principles;
  - b. district-wide support services;
  - c. employment practices and negotiations;
  - d. school board, community relations; and,
  - e. special services and federal programs.
5. An institutional recommendation **is required** for a School Superintendent. **(A pertinent form is included in Appendix B4.)**

## **C. DIRECTOR OF SPECIAL EDUCATION ENDORSEMENT**

(expires 6-30-02)

To be eligible for an Administrator Certificate endorsed for Director of Special Education K-12, a candidate **must** have satisfied all the following requirements:

1. Hold a master's degree from an accredited college or university.
2. Have four years of full-time certificated experience working with students K-12 while under contract in a school setting. **(A pertinent form is included in Appendix B6.)**
3. Obtain college or university verification of demonstrated competencies in:
  - a. organization and administration of special services;
  - b. school finance and school law as related to special education;
  - c. supervision of instruction;

- d. practicum experience in special education administration;
  - e. counseling parents of children with disabilities;
  - f. foundations of special education;
  - g. curriculum and methods in special education; and
  - h. diagnosis and remediation in special education.
4. An institutional recommendation is required. (A pertinent form is included in Appendix B5.)

## **XVI-A. THE ADMINISTRATOR CERTIFICATE**

(effective 7-1-02)

Every person who serves as a superintendent, a secondary school principal, or principal of an elementary school with eight or more teachers (including the principal), or is assigned administrative duties over and above those commonly assigned to teachers, **is required** to hold an Administrator Certificate. The certificate **may** be endorsed for service as a school principal, a superintendent, or a director of special education and related services. Assistant superintendents **are required** to hold the Superintendent endorsement. Assistant principals or vice-principals **are required** to hold the Principal endorsement. Applicants for the Director of Special Education and Related Services endorsement **will** hold that endorsement on an Administrator Certificate. Possession of an Administrator Certificate **does not** entitle the holder to serve as a teacher at a grade level for which he is not qualified with a teaching certificate.

### **A-1. SCHOOL PRINCIPAL PRE-K-12 ENDORSEMENT**

(effective 7-1-02)

To be eligible for an Administrator Certificate endorsed for School Principal Pre-K-12, a candidate must have satisfied the following requirements:

1. Hold a master's degree from an accredited college or university.
2. Have four years of full-time certificated experience working with students, Pre-K-12, while under contract in a school setting. (A pertinent form is included in Appendix B6.)
3. Have completed an administrative internship, or have one year of experience as an administrator in grades Pre-K-12.
4. Provide verification of completion of a state-approved program of at least 30 semester (forty-five quarter) credit hours of graduate study in school administration for the preparation of school principals at an accredited college or university. This program **shall** include competencies in the following areas:
  - a. leadership, ethics, and management of change;
  - b. all forms of communication, including technology, advocacy, and mediation;
  - c. customer involvement and public relations;
  - d. staff development and supervision of instruction;
  - e. school law and finance (including special education), and grant writing;
  - f. curriculum development, integration of technology, delivery, and assessment;
  - g. education of all populations, including special education; and,
  - h. student behavior management/positive behavior supports/effective discipline.
5. An institutional recommendation **is required** for a School Principal Pre-K-12. (A pertinent form is included in Appendix B3).

## **B-1. SUPERINTENDENT ENDORSEMENT**

(effective 7-1-02)

To be eligible for an Administrator Certificate with a Superintendent endorsement, a candidate **must** have satisfied the following requirements:

1. Hold an education specialist or doctorate degree or complete a comparable post-master's sixth-year program at an accredited college or university.
2. Have four years of full-time certificated experience working with students Pre-K-12 while under contract in a school setting. **(A pertinent form is included in Appendix B6.)**
3. Have completed an administrative internship for the superintendent endorsement or have one year of out-of-state experience as an assistant superintendent or superintendent in grades Pre-K-12, while holding that state's administrative certificate.
4. Provide verification of completion of an approved program of **at least** thirty semester (forty-five quarter) credit hours of post-master's degree graduate study for the preparation of school superintendents at an accredited college or university. This program in school administration and interdisciplinary supporting areas **shall** include competencies in the following areas in addition to those required for the School Principal Pre-K-12 endorsement:
  - a. advanced school finance, grant writing, and generation of additional sources of revenue;
  - b. policy development and school board operations/relations;
  - c. district-wide support services;
  - d. employment practices and negotiations;
  - e. educational product marketing and community relations; and,
  - f. special services and federal programs.
5. An institutional recommendation **is required** for a school superintendent. **(A pertinent form is included in Appendix B4.)**

## **C-1. DIRECTOR OF SPECIAL EDUCATION AND RELATED SERVICES PRE-K-12 ENDORSEMENT**

(effective 7-1-02)

To be eligible for an Administrator Certificate endorsed for Director of Special Education and Related Services Pre-K-12, a candidate must have satisfied all of the following requirements:

1. Hold a master's degree from an accredited college or university.
2. Have four years of full-time certificated experience working with students Pre-K-12, while under contract in a school setting.  
**(A pertinent form is included in Appendix B6.)**

(continued on next page)

3. Obtain college or university verification of demonstrated competencies in the following areas:
  - a) organization and administration of student services, including foundations of special education;
  - b) leadership, ethics, and management of change;
  - c) all forms of communication, including technology, advocacy, mediation, and counseling with parents of children with disabilities;
  - d) customer involvement and public relations;
  - e) staff development and supervision of instruction;
  - f) policy development as related to special education and related services;
  - g) school law and finance as related to special education and related services, and grant writing;
  - h) curriculum development, integration of technology, delivery, and assessment as related to special education and related services; and,
  - i) student behavior management/positive behavioral supports/effective discipline; and,
  - j) diagnosis and remediation in special education.
4. Have completed an administrative internship/practicum in the area of administration of special education and related services.
5. An institutional recommendation **is required** for Director of Special Education and Related Services PRE-K-12. **(A pertinent form is included in Appendix B5).**



## **XVII. PUPIL PERSONNEL SERVICES CERTIFICATE**

Persons who serve as school counselors, school psychologists, speech-language pathologists, school social workers, school nurses and school audiologists **are required** to hold the Pupil Personnel Services Certificate, with the respective endorsement(s) for which they qualify.

### **A. COUNSELOR K-12 ENDORSEMENT**

To be eligible for a Pupil Personnel Services Certificate endorsed Counselor K-12, a candidate **must** have satisfied the following requirements:

**Note:** The Pupil Personnel Services Certificate with a Counselor endorsement **is** valid for five years and **is** renewable.

1. Hold a master's degree and provide verification of completion of an approved program of graduate study in school guidance and counseling from a college or university approved by the Idaho State Board of Education or the state educational agency of the state in which the program was completed. The program **must** include successful completion of **seven hundred (700) clock hours** of supervised field experience, **one-half** of which **must** be in a K-12 school setting. Previous school counseling experience **may** be considered to help offset the field experience clock hour requirement.
2. An institutional recommendation **is required** for a School Counselor K-12.  
(A pertinent form is included in Appendix B2.)

**NOTE:** A Career Counselor endorsement **may** be added to a Pupil Personnel Services Certificate by meeting certain requirements. See pages 84-85 for details.

3. **Must** meet recent credit requirement of six semester credit hours within the last five years.

### **B. SCHOOL PSYCHOLOGIST ENDORSEMENT**

To be eligible for a Pupil Personnel Services Certificate endorsed School Psychologist, a candidate **must** have satisfied the following requirements:

**Note:** The Pupil Personnel Services Certificate with a School Psychologist endorsement **is** valid for five years and **is** renewable.

1. Completion of a **minimum** of sixty graduate semester credit hours which **must** be accomplished through one of the following options:  
**Note:** An institutional recommendation is required for **all** options.
  - a. As a **minimum**, completion of an approved thirty semester (forty-five quarter) credit hour master's degree in education or psychology **and** completion of an approved thirty semester (forty quarter) credit hour School Psychology Specialist Degree program;

or

- b. As a **minimum**, completion of an approved sixty semester (ninety quarter) credit hour master's degree program in School Psychology;  
or
- c. As a **minimum**, completion of an approved sixty semester (ninety quarter) credit hour School Psychology Specialist degree program which did not require a master's degree as a prerequisite.
  - 1) Laboratory experience in a classroom, which may include professional teaching experience, student teaching or special education practicum.
  - 2) Complete a **minimum of three hundred (300) clock-hour** internship within a school district under the supervision of the training institution and direct supervision of a certificated school psychologist.
- d. **Must** meet recent credit requirement of six semester credit hours within the last five years.

## **C. SCHOOL NURSE ENDORSEMENT**

(expires 6-30-02)

To be eligible for a Pupil Personnel Services Certificate with a School Nurse endorsement, a candidate **must** have satisfied the following requirements:

**Note:** The Pupil Personnel Services Certificate with a School Nurse endorsement is valid for five years and is renewable.

- 1. The applicant **must** possess a valid registered nursing license issued by the Idaho State Board of Nursing to practice in Idaho.
- 2. **Must** meet recent credit requirement of six semester credit hours within the last five years.
- 3. **Must** submit **all** official transcripts.

## **C-1. SCHOOL NURSE ENDORSEMENT**

(effective 7-01-02)

To be eligible for a Pupil Personnel Services Certificate with a School Nurse endorsement, a candidate **must** have satisfied the following requirements:

**NOTE:** The Pupil Personnel Services Certificate with a School Nurse endorsement is valid for five years and is renewable.

**The applicant must possess:**

- 1. a valid registered nursing license issued by the Idaho State Board of Nursing;
- 2. a bachelor's degree in nursing, education, or a health-related field from an accredited institution.

or

Nine semester credit hours (total) shall be taken for university or college credit in at least three (3) of the following areas:

1. assessment of student health (preventive health care, health maintenance, and health promotion);
2. child and adolescent health issues (e.g., substance abuse, mental health, eating disorders, suicide, sexuality, or related topics);
3. counseling, psychology, or social work;
4. methods of education instruction (curriculum development, health education, group dynamics.)
5. **Must** meet recent credit requirement of six semester credit hours within the last five years.

**plus**

Previous experience of two years' full-time (or part-time equivalent) school nursing, community health nursing, or any area of pediatric, adolescent, or family nursing.

### **Interim Certificate**

This certificate **will** be granted for those who do not meet the educational requirements but who hold a valid registered nursing license in Idaho. An Interim Certificate **will** be issued for two years while the applicant is meeting the educational requirements, and it is not renewable.

## **D. SPEECH-LANGUAGE PATHOLOGIST ENDORSEMENT**

To be eligible for a Pupil Personnel Services Certificate with a Speech-Language Pathologist endorsement, a candidate **must** have satisfied the following requirements:

**Note:** The Pupil Personnel Services Certificate with a Speech-Language Pathologist endorsement **is** valid for five years and **is** renewable.

1. The Speech/Language Pathologist endorsement may be issued by the Certification Office to any person who holds a master's degree from an accredited college or university in a speech/language pathology program approved by the State Board of Education.
2. **Must** receive an institutional recommendation from an accredited college or university.
3. **Must** meet recent credit requirement of six semester credit hours within the last five years.

## **E. AUDIOLOGY ENDORSEMENT**

To be eligible for a Pupil Personnel Services Certificate with an Audiology endorsement, a candidate **must** have satisfied the following requirements:

**Note:** The Pupil Personnel Services Certificate with an Audiology endorsement **is** valid for five years and **is** renewable.

1. The Audiology endorsement **may** be issued by the Certification Office to any person who holds a master's degree from an accredited college or university in an audiology program approved by the State Board of Education.

2. **Must** receive an institutional recommendation from an accredited college or university.
3. **Must** meet recent credit requirement of six semester credit hours within the last five years.

## **F. SCHOOL SOCIAL WORKER ENDORSEMENT**

To be eligible for a Pupil Personnel Services Certificate with a School Social Worker endorsement, a candidate **must** have satisfied the following requirements:

**Note:** The Pupil Personnel Services Certificate with a School Social Worker endorsement is valid for five years and is renewable.

### 1. Completion of:

- a. A master's degree in social work from an Idaho college or university approved by the State Board of Education.

**or**

- b. A master's degree in social work from an out-of-state college or university. The program **must** be currently approved by the state educational agency of the state in which the program was completed.

**OR**

2. A master's degree in guidance and counseling, sociology, or psychology plus one year (thirty semester credit hours) of graduate work in social work education, which could include course work in all the following areas:

- a. understanding the individual;
- b. casework method;
- c. field placement;
- d. social welfare programs and community resources; and
- e. research methods.

3. **Must** also hold a social work license issued by the Idaho Bureau of Occupational Licenses (telephone: [208] 334-3233).

4. An institutional recommendation is required.

5. **Must** meet recent credit requirement of six semester credit hours within the last five years.

**Note:** Effective with a 1994 change, Idaho Code, 33-1212, now allows certificated school social workers to be employed as elementary school counselors without any change in credential and without district misassignment concern.

## **XVIII. EXCEPTIONAL CHILD CERTIFICATE AND ENDORSEMENTS K-12**

Holders of this certificate work with children who have been identified as having an educational impairment. Endorsements which can be held with the Exceptional Child Certificate **include:** Generalist; Hearing Impaired; Visually Impaired; Physically Impaired, Multiple Disabilities; Severe Retardation; Seriously Emotionally Disturbed; and Early Childhood-Special Education.

### **A. GENERALIST (EDUCATIONAL DISABILITIES) K-12 ENDORSEMENT**

To be eligible for an Exceptional Child Certificate with a Generalist (Educational Disabilities) K-12 endorsement, a candidate must have satisfied the following requirements:

1. Completion of a baccalaureate degree from an accredited college or university.
2. Completion, in an Idaho college or university, of a program in elementary, secondary, or special education currently approved by the Idaho State Board of Education.  

**or**

Completion, in an out-of-state college or university, of a program in elementary, secondary, or special education currently approved by the state educational agency of the state in which the program was completed.
3. Completion of a **minimum** of thirty semester credit hours in special education, or closely related areas, as part of an approved special education program.
4. **Must** receive an institutional recommendation from an accredited college or university.
5. **Must** meet recent credit requirement, that being six (6) semester credit hours every five (5) years.

The Generalist K-12 endorsement is non-categorical and allows one to teach in any K-12 special education setting. Regardless of prior special education experience, **all** initial applicants **must** provide an institutional recommendation that an approved special education program has been completed. (A form is included in Appendix B2.)

**CHECKLIST FOR APPLICANTS**  
**GENERALIST (EDUCATIONAL DISABILITIES) K-12 ENDORSEMENT**

- \_\_\_\_\_ An acceptable bachelor's degree verified by official transcripts.
- \_\_\_\_\_ Institutional Recommendation form verifying completion of a thirty semester (45 quarter) credit hour major in special education at a college or university approved to prepare special education teachers.  
**(Institutional Recommendation form in Appendix B2.)**
- \_\_\_\_\_ Recent Credit: six semester (nine quarter) credit hours earned within the last five years.

## **XIX. RELATED ENDORSEMENTS ON EXCEPTIONAL CHILD CERTIFICATES**

To be eligible for any of the endorsements described below, a candidate **must** have satisfied the following respective requirements:

**A. HEARING IMPAIRED** - Completion of a program of a minimum of thirty semester credit hours in the area of Hearing Impairment. An institutional recommendation specific to this endorsement is required.

**B. VISUALLY IMPAIRED** - Completion of a program of a minimum of thirty semester credit hours in the area of Visual Impairment. An institutional recommendation specific to this endorsement is required.

### **C. SPECIALIZATION AREA ENDORSEMENTS**

1. Seriously Emotionally Disturbed K-12 (Severe Behavior Disorders)
2. Severe Retardation K-12
3. Multiple Impairment K-12
4. Physically Impaired K-12
5. Early Childhood-Special Education (see page 34) **(expires 6-30-02)**

With additional courses or practica to strengthen the specialization area(s), these specialization areas **may** be partially covered through completion of the approved thirty semester (forty-five quarter) credit hour program required for Exceptional Child with a Generalist K-12 endorsement. In order to add the specialization area endorsement(s), the college or university **must** verify that the applicant qualifies. Experience is not considered. **(An Institutional Recommendation form for teachers is included in Appendix B2.)**

**D. EARLY CHILDHOOD-SPECIAL EDUCATION** (see page 34) **(expires 6-30-02)**

### **E. CONSULTING TEACHER**

To be eligible for a Consulting Teacher endorsement on the Standard Exceptional Child Certificate, the Early Childhood /Early Childhood Special Education Blended Certificate (Birth-Grade 3), the Standard Elementary Certificate or the Standard Secondary Teaching Certificate, a candidate **must** have satisfied the following requirements:

1. Qualify for or hold a Standard Exceptional Child Certificate.
2. Qualify for or hold a Standard Elementary Certificate, Standard Secondary Certificate, or Early Childhood /Early Childhood Special Education Blended Certificate (Birth-Grade 3).
3. Completion, in an accredited college or university, of a master's degree or an approved fifth-year program as defined by the Idaho State Board of Education, and have demonstrated competencies in the areas listed below:

**Note:** An **Institutional Verification of Competency** form **may** be requested from Teacher Education and Certification.

- a. Assessment of learning behaviors.
  - b. Individualization of instructional programs based on educational diagnosis.
  - c. Behavioral and/or classroom management techniques.
  - d. Program implementation and supervision.
  - e. Knowledge in use of current methods, materials and resources available and management and operation of media centers.
  - f. Ability in identifying and utilizing community or agency resources and support services.
  - g. Counseling skills and guidance of professional staff.
4. Completion of a **minimum** of three years' teaching experience, at least two years of which must be in a special education classroom setting.

#### **F. SUPERVISOR/COORDINATOR OF SPECIAL EDUCATION ENDORSEMENT**

To be eligible for this endorsement on the Standard Exceptional Child Certificate or the Pupil Personnel Certificate, a candidate **must** have satisfied the following requirements:

- 1. Completion of an approved master's degree program.
- 2. Hold one of the following credentials:
  - a. Standard Exceptional Child Certificate; or Pupil Personnel Services Certificate endorsed for School Psychologist, Speech-Language Pathologist or Social Worker.
- 3. Verified completion of a **minimum** of three years of experience in a special education setting.
- 4. Obtain college or university verification of demonstrated competencies in special education administration, supervision of instruction and counseling parents of exceptional children. An **Institutional Verification of Competency** form may be obtained from Teacher Education and Certification.



## XX. LIMITED APPROVAL ALTERNATIVES

The limited approval methods described in the section **may** be held under the circumstances unique to each method. They also vary in periods of validity. The fee for each method is \$35. The methods of limited certification are:

CONSULTANT SPECIALIST LETTER OF APPROVAL  
LETTER OF AUTHORIZATION APPROVAL  
ALTERNATE ROUTE (TEACHER TRAINEE) LETTER OF APPROVAL  
LIMITED TRANSITIONAL LETTER OF APPROVAL  
POSTSECONDARY SPECIALIST LETTER OF APPROVAL

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

(4-01-97)

### 70.02. CONSULTANT SPECIALIST

At the request of a school district, the State Department of Education **may** issue a Consultant Specialist certificate to highly and uniquely qualified persons. The use of the certificate is limited to the applicant's district and is valid for one (1) year. It is intended that use of the Consultant Specialist provision be exceptional and occasional and not used as a regular hiring practice.

### PROCEDURE:

#### A. CONSULTANT SPECIALIST LETTER OF APPROVAL

At the request of a school district, the State Department of Education **may** issue a Consultant Specialist Letter of Approval to use a **highly and uniquely qualified** individual in an educational position that normally requires formal certification. The use of this Letter of Approval is limited to the requesting district and is valid for one (1) year. **It is intended that use of the Consultant Specialist provision be exceptional and occasional and not used as a regular hiring practice.**

To be eligible for a Consultant Specialist Letter of Approval, the following items **must** be submitted by the requesting district:

1. A letter of request that includes:
  - a. a brief statement explaining why the request is necessary; and
  - b. a statement specifying what makes this individual **highly and uniquely qualified**;
  - c. signatures of both the superintendent and the chair of the board of trustees.
2. A **Consultant Specialist Personal Information form** completed by the individual;
3. A check or money order for \$35 (this fee is non-refundable); and,
4. A Criminal History Check, including fingerprinting, as required.

**RULE:**      **IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**      (4-01-97)

### **70.01. LETTERS OF AUTHORIZATION**

Letters of Authorization allow Idaho school districts to request emergency certification when a professional position cannot be filled. A request for a Letter of Authorization for a teacher to serve in a position for which the teacher is not certificated will be sent to the State Department of Education, Certification Office. The request and supporting information **will** be reviewed by the Professional Standards Commission. The final recommendation of the Commission **will** be submitted to the State Board of Education by the Superintendent of Public Instruction. A detailed description of the procedure and policy for the above rule is found in the Idaho Department of Education Professional School Personnel Certification Standards manual. (***NOTE: Described immediately below***)

### **PROCEDURE:**

#### **B. LETTER OF AUTHORIZATION (LOA) LETTER OF APPROVAL**

The purpose of the Letter of Authorization is to allow Idaho school districts to request emergency certification when a professional position cannot be filled with someone who has the correct certification. Requests for LOA Letters of Approval for teachers to serve in a position for which the teacher is not fully certified shall be sent to the State Department of Education Certification Office.

The request and supporting information **will** be reviewed by the Professional Standards Commission. The final recommendation of the Commission **will** be submitted to the State Board of Education by the Superintendent of Public Instruction for final approval. A Letter of Approval for an LOA is valid for one year and may be renewed annually upon completion of a **minimum** of nine semester credit hours applicable to the standards for full certification in the area of authorization approval.

#### **LETTER OF AUTHORIZATION (LOA) APPLICATION PROCEDURES**

To be eligible for Letter of Authorization (LOA) approval, the following requirements **must** be satisfied:

1. The district **must** first request and complete the LOA packet as provided by the Certification Office.
2. All packet material **shall** be submitted by the local education agency **in one, single** packet. The completed packet will include, but not necessarily be limited to:
  - a. A board declaration of a hiring emergency documented in regular board minutes;
  - b. Evidence of completion of a bachelor of arts degree (except in the limited fields of trade and industry);
  - c. A regular Idaho teacher certification application form and teacher information form completed by the individual applicant;

- d. Written verification from a college/university of a planned program to achieve the desired certification;
- e. Supporting information from the local education agency attesting to the ability of the teacher to serve (usually in the form of letters of recommendation);
- f. Applicant's resume;
- g. Official transcripts of the applicant; and,
- h. A non-refundable processing fee of \$35.

### **LETTER OF AUTHORIZATION (LOA) RENEWAL PROCEDURES**

For renewal of an LOA, the following criteria **will** apply, in addition to those listed above:

1. At the time of the renewal application, the teacher **must** be enrolled in a program and/or qualify for admission to a college/university program leading to full certification in the area of the authorization, or an appropriate program leading to the completion of vocational requirements;
2. A program plan **must** be submitted with the application and, where appropriate, a letter from the institution of higher education must be provided verifying satisfactory progress toward completion of the plan;
3. A minimum of nine semester credit hours toward plan completion **must** be earned annually to be eligible for the extension of the LOA approval (except in the limited fields of trade and industries); and,
4. If applicable, a Criminal History Check (including fingerprinting) as required by statute.

#### **RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**

(4-01-97)

#### **80. ALTERNATE CERTIFICATION**

The purpose of this program is to provide an alternative for individuals to become certificated secondary teachers in Idaho without following a standard teacher education program. Qualified applicants **will** begin contracted teaching earlier and **will** be admitted to the program using criteria that are different from existing programs but more appropriate for the circumstances. A detailed description of the procedure and policy for the above rule is found in the Idaho Department of Education Professional School Personnel Certification Standards manual. (*NOTE: Described immediately below*)

#### **PROCEDURE:**

#### **C. ALTERNATE ROUTE (TEACHER TRAINEE PROGRAM) LETTER OF APPROVAL**

Alternative certification **may** be considered for persons who have not completed a standard teacher education program. This letter of approval issued to the individual applicant is valid for three (3) years and is non-renewable.

## ALTERNATE ROUTE APPLICATION PROCEDURES

The individual **must** complete the Alternate Route Packet as provided by the Certification Office. To be eligible for a Teacher Trainee Letter of Approval through the Alternate Route Program, the following requirements **must** be satisfied:

1. **Initial Qualifications:** The purpose of this program is to provide an alternative for individuals to become certified **secondary** teachers in Idaho without following a standard teacher education program. Qualified applicants will begin contracted teaching earlier and **will** be admitted to the program using criteria that are different from existing programs but more appropriate for the circumstances. In general, the applicants will have a strong subject matter background but limited experiences with educational methodology.
2. **Prior to application:** The prospective trainee **must** complete the following:
  - a. Must possess a baccalaureate (or higher) degree from an accredited college/ university with a **minimum** grade point average of 2.0 on a 4.0 scale;
  - b. Have completed said degree **at least** five years previously;
  - c. Hold academic credits equivalent to current **major** and **minor** requirements for secondary endorsements;
  - d. Be assured of full-time employment; and,
  - e. Meet all non-academic requirements of the State of Idaho.
3. **Prior to admission to the program:** The applicant **must** complete the following:
  - a. Apply for a Teacher Trainee Letter of Approval from the Office of Teacher Education and Certification;
  - b. Submit the following required documents to the Office of Teacher Education and Certification:
    1. application
    2. application fee (\$35.00)
    3. official transcripts
    4. letters of recommendationThe staff will evaluate the documents and will issue the Teacher Trainee Letter of Approval if the applicant is eligible;
  - c. Present the Teacher Trainee Letter of Approval to potential employers and obtain a written statement from a school district declaring its intent to employ the applicant for the ensuing school year; and,
  - d. Submit the statement of intent to employ to the Office of Teacher Education and Certification.
4. **Assignment Limitations:**
  - a. The Teacher Trainee Letter of Approval is valid for two years of teaching, and the program must be completed within three calendar years from the date of admission to the program. It authorizes the teacher trainee to teach **only** the subject(s) listed on the letter of approval and **only** at the secondary level.

## 5. The Teacher Trainee Program:

- a. A teacher trainee will work toward completion of the teacher trainee program through participating colleges and universities, the State Department of Education, and the employing school district. A teacher **must** attend, participate in, and successfully complete an individualized two-year teacher trainee program as one of the conditions to receive recommendation for the Standard Secondary Teaching Certificate. A formal teacher trainee plan **will be** developed by a consortium composed of the mentor teacher, a representative from the school district, a representative of the Office of Teacher Education and Certification, and a representative of the participating higher education institution with an approved secondary education program. Any deviation from the formal trainee plan **must** be approved by the consortium. The consortium **will be** responsible for the program design, supervision, and evaluation of the training.
- b. The responsibilities of the consortium members **will be** addressed in the implementation phase of the Secondary Field Centered portion of the Teacher Training Program. The teacher trainee program **shall** include:
  - 1) **Prior to entering the classroom**, completion of nine (9) semester credit hours of pre-service training from an institution of higher education in educational course work pertinent to the education profession.
  - 2) **Prior to completion** of the Alternate Route Program, at least one course in each of the following areas must be completed:
    - a. Philosophical Foundations of Education  
(e.g., Philosophy of Education; Intro to Education; Education Foundations)
    - b. Psychological Foundations of Education  
(e.g., Educational Psychology; Child Growth/Development; Learning Theory)
    - c. Methodology  
(e.g., Methods of Teaching Secondary Students or Methods of teaching your subject matter area)
    - b. Reading in the Content Area (3 semester credit hours).
  - 3) **Completion of a 30-hour**, pre-service orientation presented by the school district prior to a classroom assignment. This orientation **shall** include district policies, procedures, curriculum, instructional model, community characteristics, and resources.
  - 4) **Completion of a two-year** (four semesters) college/university internship. The trainee **shall** be enrolled in three (3) semester credit hours of internship each semester.
  - 5) **Completion of a six to nine** (6-9) semester credit hour program during the second summer from an institution of higher learning. The pre-service **AND** second summer program of fifteen to eighteen (15-18) semester credit hours in total **shall** include: philosophical, psychological, and methodological foundations of the profession, and reading in the content area. The consortium **will** determine the content required for the trainee, which **may** include both pedagogical and subject area course work. When designing the content

necessary for the individual teacher trainee to complete the program, the consortium **shall** consider previous college credit as documented in official transcripts. Efforts will be directed to provide observation and clinical experiences during the time prior to being assigned to the classroom.

6. **Assistance by Mentor Teachers:** Each teacher trainee **must** be assisted by and guided throughout the two-year training period by a certificated employee of the district who has been designated as a mentor teacher. Principals **must** ensure that teacher trainees are provided with direct assistance, which should include close clinical supervision, especially at the beginning of the internship.
7. **Performance Evaluations:** In order to receive a consortium recommendation for the Standard Secondary Teaching Certificate, the teacher trainee **must** complete at least two years of successful performance as a teacher under the teacher trainee program.

Principals are to provide assistance to teacher trainees regarding the purpose, expectations, and procedures involved in the evaluation process and with whatever guidance may be needed. The principal **shall** formally evaluate the teacher trainee **at least once each semester** of the school year.

For purposes of suspension or dismissal, teacher trainees are to be treated as non-continuing contract employees. The district **may** suspend or dismiss teacher trainees in accordance with the procedures as provided in Idaho Code. The Teacher Trainee Letter of Approval **may** be suspended or revoked under the following conditions:

- a. Failure to satisfactorily and successfully complete the stages of the individualized plan within the specified time frames as established by the consortium;
  - b. Failure to obtain at least a 2.5 grade point average on a 4.0 scale in the college credit portion of the program. Also, no individual grade can be lower than a "C"; and,
  - c. Other causes for suspension or revocation as found in Idaho Code, 33-1208.
8. **Salary and Benefits:** Salary and benefits of teacher trainees are to be established by the local district in accordance with district policy.
  9. **Certification and Status:** The teacher trainee, upon successful completion of the teacher trainee program as verified by the consortium, will be eligible to apply for a Standard Secondary Teaching Certificate. The two years of experience as a teacher trainee **shall** be counted toward continuing contract status as authorized in Idaho Code, 33-515.
  10. **Costs:** All costs related to the college or university credits required for the teacher trainee program **will be** the responsibility of the trainee. Other costs **will be** the responsibility of the respective agency involved in each trainee's program.
  11. **Criminal History Check:** As required by action of the 1996 State Legislature, Chapter 1, Section 33, of the Idaho Code, new applicants, both certificated and non-certificated, are required to undergo a Criminal History Check, including fingerprinting. This requirement **includes** applicants for a Teaching Training Certificate.

#### D. LIMITED TRANSITIONAL LETTER OF APPROVAL

This non-renewable letter of approval is valid for one year only. The purpose of the letter of approval is to allow a teacher with a secondary certificate (grades 6-12) to teach at the elementary levels (K-8) without additional student teaching, or vice versa. Other than student teaching, all other requirements for the desired certificate **must** be met.

To be eligible for a Limited Transitional Letter of Approval, the following requirements must be met:

1. **Must** hold a valid Idaho Elementary or Secondary Teaching Certificate.
2. **Must** provide verification of four years of successful classroom teaching while holding the proper state certification.
3. **Must** have completed **all** of the requirements for the Standard Elementary Certificate, except student teaching, if the applicant currently holds a Standard Secondary Certificate.
4. **If** the applicant currently holds a Standard Elementary Certificate, **all** of the requirements for a Standard Secondary Certificate **must** have been completed, **except** student teaching.
5. **Must** provide the State Office of Teacher Certification with written verification that a mentor teacher holding the same certificate as the one the applicant is seeking will be provided for the applicant by the employing district; or be enrolled in a one-year supervised internship experience under the supervision of personnel from a college or university with an approved teacher preparation program.

Upon successful completion of one year of teaching while holding the Limited Transitional Letter of Approval, the educator **will** be eligible to hold the appropriate elementary or secondary certificate.

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

(4-01-97)

##### 70.03. POSTSECONDARY SPECIALIST

A Postsecondary Specialist Certificate **will** be granted to teaching faculty of Idaho public postsecondary institutions, who are not otherwise certificated, upon recommendation by the postsecondary institution (dean level or above) to be eligible to teach in the public schools. The certificate **will** be issued by the State Department of Education. It is intended that the certificate be used primarily for distance education and “virtual university” programs.

#### PROCEDURE:

#### E. POSTSECONDARY SPECIALIST LETTER OF APPROVAL

This letter of approval is valid for five (5) years and is renewable. A Postsecondary Specialist Letter of Approval will be granted to teaching faculty of Idaho postsecondary institutions, who are not otherwise certificated, upon recommendation by the post-secondary institution (dean level or above).

This letter of approval allows the holder to teach in the public schools and will be issued by the State Department of Education. It is intended that the letter of approval be primarily for distance education and “virtual university” programs.

## XXI. MISASSIGNMENT/GRANDFATHERING

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

(4-01-97)

### 040. MISASSIGNMENTS – GRANDFATHERING

**01. Certificate.** A person employed by a school district in a position requiring a certificate must hold a valid certificate for the service being rendered. In any situation in which a person not holding a specific endorsement is to provide educational services in a specific area, the employing district **must** apply to the State Department of Education's Certification Office for misassigned status to place the individual in that assignment for the school year. The district must demonstrate in a written report that it has made a good faith effort to employ properly certificated educators for those duties and that a conscientious effort is being made to remedy each specific problem. Criteria for acceptance of the report includes the following:

- a. The duties **may** comprise **no more than** one-half (1/2) of the teacher's full-time assignment;
- b. Teachers who are misassigned **must** have a minimum of six (6) semester hours of college credit in each subject area in which service is rendered; and
- c. Teachers who are misassigned **must** comprise **no more than** 5 percent (5%) of the total number of the district's certificated, full-time teachers, or five (5) teachers, whichever is greater. Districts which have secondary schools located more than fifteen (15) miles from another secondary school may misassign up to an additional five (5) teachers upon approval of the Certification Office. However, in no circumstance will more than five (5) teachers be misassigned in any one building.

**02. Waiver.** Districts **may** request a waiver of the misassignment policy, according to IDAPA 08.02.01. Section 001. The waiver request must include a rationale for the misassignment.

**03. Effect on Accreditation.** All misassignments **will** be noted on the accreditation report. Any misassignments not meeting the above criteria **may** affect accreditation. Funds **will** be withheld for that portion of the misassigned person's time which exceeds the criteria included in this rule if a waiver has not been approved by the State Board of Education.

**04. Previous Exceptions.** Any teacher authorized to teach under previous exceptions to the rules of the State Board of Education, based upon service or experience before September 1978, **will** continue to be authorized to teach as provided for under previous rule IDAPA 08.02.03, Subsection 180.06.

### PROCEDURE:

#### A. MISASSIGNMENT

A person employed by a school district in a position requiring a certificate **must** hold a valid certificate for the service being rendered or a waiver under this rule. For a person not holding a specific endorsement to provide educational services in a specific area, the employing district may request a waiver from the State Department of Education's Certification Office to place the individual in that assignment for the school year. The request **must** include the rationale for the waiver.

The approval of a waiver **will not** affect accreditation. Funds **will not** be withheld for persons serving in a misassigned area.



**RULE:**      **IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)**  
(4-01-97)

**070.05.      GRANDFATHERING.** All credentials issued prior to July 1, 1997, and kept current are authorized for continued use. Current renewal requirements of the State Board of Education **must** be met for renewal of the credential. If a credential is allowed to lapse, **all** current requirements for initial certification apply.

**PROCEDURE:**

**B.      GRANDFATHERING**

All credentials issued prior to July 1, 1997, and kept current, are authorized for continued use. Current renewal requirements of the State Board of Education **must** be met for renewal of the credential.

**NOTE:** If a credential is allowed to lapse, **all** current requirements for initial certification apply. Certificates and endorsements no longer offered by the State **cannot** be reinstated if they are allowed to lapse.

## XXII. CERTIFICATION STANDARDS FOR PROFESSIONAL-TECHNICAL EDUCATORS

**RULE:** IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02, CHAPTER 02)

**070.03. CERTIFICATION STANDARDS FOR PROFESSIONAL-TECHNICAL EDUCATORS**

(4-01-97)

Teachers of **professional-technical** classes or programs in secondary or postsecondary schools must hold an endorsement in an appropriate occupational discipline. This endorsement may be held on a secondary teaching credential or on an Occupational Specialist Certificate. Detailed description of the procedure and policy for the above rule is found in the Idaho Department of Education Professional School Personnel Certification manual. (*NOTE: Described immediately below*)

### FOREWORD

This part of the handbook outlines standards for certification as a professional-technical educator in Idaho. Persons employed to teach/direct reimbursable professional technical classes or programs in secondary or post-secondary schools **are required** to hold one of the following:

- 1) a Secondary Certificate with endorsement in an appropriate occupational discipline; **or**
- 2) an Occupational Specialist Certificate in the appropriate occupational discipline.

If an applicant does not meet requirements for one of the certificates above, a current occupational teaching credential from another state may be endorsed for use in Idaho for up to five years. After that period, Idaho standards for the certificate needed **must** be met. Employment agreements are valid only if the occupational educator holds the credential required for the assignment of service to be performed. Appeals regarding certification or the Code of Ethics as related to professional-technical educators **may** be directed to the Idaho Professional Standards Commission.

Applications for professional-technical education certification need to be sent to the State Department of Education, Teacher Certification, PO Box 83720, Boise, Idaho 83720-0027. For questions, phone (208) 334-3216; fax (208) 334-2365; **or** e-mail ddean@ved.state.id.us. Application forms are included in **Appendix C** of this publication.

### A. CERTIFICATION STANDARDS FOR PROFESSIONAL-TECHNICAL EDUCATORS

The following secondary and postsecondary professional-technical school programs and services require educators assigned to hold appropriate occupational certificates or endorsements.

Agricultural Science and Technology  
Business Technology Education  
Family & Consumer Science  
Guidance and Counseling  
Health Occupations  
Marketing Technology Education

Related Subjects Occupational  
Specialist Technology Education  
Trades & Industry  
Professional-Technical Administrator  
Work-Based Learning Coordinator

## **B. BECOMING CERTIFIED FOR IDAHO PROFESSIONAL-TECHNICAL JOBS**

### **1. OCCUPATIONAL TEACHER PREPARATION**

Individuals graduating from an approved occupational teacher preparation program qualify for an occupational endorsement to teach in programs approved by the State Division of Professional-Technical Education in the following five (5) disciplines:

- 1) Agricultural Science & Technology
- 2) Business Technology Education
- 3) Family & Consumer Science
- 4) Marketing Technology Education
- 5) Technology Education

Occupational teacher preparation course work **must** include:

- 1) foundations of occupational education;
- 2) coordination of work-based learning programs;
- 3) analysis, integration and curriculum development;
- 4) career pathways & career guidance;
- 5) organizing and working with occupational advisory committees;
- 6) organization and administration of student groups;
- 7) competencies for teaching diverse populations and individual differences; and,
- 8) teaching the adult learner.

The occupational teacher education program must provide appropriate content to constitute a major in the identified field. Student teaching **shall** be in an approved program and include experiences in the major field. Applicants **shall** have accumulated two (2) years (4,000 clock hours) of related work experience or **shall** have completed an approved practicum in their respective field of specialization.

### **2. INTERIM CERTIFICATE IN LIEU OF SECONDARY OCCUPATIONAL ENDORSEMENT**

Secondary-certified educators assigned in any of the five subject areas requiring occupational endorsements **may** apply for the Interim Certificate if they have not completed the required occupational teacher preparation course work. This certificate is issued for one year and **may** be renewed twice, provided there is annual progress toward the needed endorsement. An additional renewal **may** be granted because of extenuating circumstances.

### **3. WORK-BASED LEARNING COORDINATOR ENDORSEMENT**

Educators assigned to coordinate approved work-based experiences **must** hold the Work-Based Learning Coordinator endorsement. To be eligible, applicants **must** hold an occupational endorsement on the Standard Secondary Certificate or qualify for an Occupational Specialist Certificate, plus complete course work in coordination of work-based learning programs. (See Section C -- Occupational Specialist Certificate.)

#### **4. OTHER SECONDARY AREAS REQUIRING OCCUPATIONAL CERTIFICATION**

Secondary teachers of Health Occupations and Trades & Industry Education **must** hold the Limited, Standard or Advanced Occupational Specialist Certificate.

#### **C. OCCUPATIONAL SPECIALIST CERTIFICATE**

Requirements for three types of Occupational Specialist Certificates are outlined in this section. The following certificates are available: Limited Occupational Specialist (three-year; non-renewable); Standard Occupational Specialist (five-year; renewable); and Advanced Occupational Specialist (five-year; renewable).

Persons who need to hold the Occupational Specialist Certificate include: secondary educators assigned to Health Occupations Education and to Trades & Industry Education; specialized occupational areas where specific degree-granting occupational teacher education programs do not exist; **and** postsecondary professional-technical educators who do not hold secondary certificates with an occupational endorsement.

##### **General Requirements**

Applicants must: be 18 years of age; document full-time, successful, recent, gainful employment in the area for which certification is requested; possess either a high school diploma or General Educational Development (GED) certificate; meet provisions of Idaho Code; and, verify technical skills through work experience, licensure or testing as listed below. When applicable, requirements of occupationally related state agencies **must** also be met. Since educational levels and work experiences vary, applicants **may** qualify under any one of the following three options.

##### **1. Experience**

Have eight years (16,000 hours) of full-time, successful, recent, gainful employment in the occupation for which certification is requested. Up to 24 months' credit can be counted toward the eight years on a month-to-month basis for postsecondary training successfully completed as a full-time student in an approved/approvable, postsecondary, professional-technical education program.

##### **2. Education/Experience**

Have a bachelor's degree in the specific occupation or related area, plus three years (6,000 hours) of full-time, successful, recent, gainful employment in the occupation.

### 3. Experience/Competence Verification

Have at least three years (6,000 hours) of full-time, successful, recent, gainful employment in the field for which certification is requested, verification of occupational competence by passing an authorized occupational competency test, and be recommended by an occupational advisory council/committee as recorded in its minutes. If no competency test exists, written recommendation from a representative occupational advisory council/committee is required as stated above. Applicants who have passed a state licensure examination **may** be exempted from further competency testing.

#### D. LIMITED OCCUPATIONAL SPECIALIST CERTIFICATE (three years; non-renewable)

This certificate is issued to individuals certifying for the first time. After this three-year period, the holder **must** meet the requirements for the Standard Occupational Specialist Certificate. When a valid certificate is allowed to expire, the applicant for a new certificate **must** meet current standards in order to qualify for a certificate at any level.

Participation in a two-step professional development process is a condition of holding the Limited Occupational Specialist Certificate.

##### Step One

Within the first 18 months of certification, the holder must:

- a. complete either the pre-service workshop sponsored by the State Division of Professional-Technical Education; or, with teacher educator approval, an approved course in methods of teaching occupational education;
- b. complete a 30-hour, new-teacher induction course;
- c. file a Professional Development Plan (PDP) with the State Division of Professional-Technical Education which outlines the plan for completing the required new-teacher course work.

##### Step Two

Within the three-year period of the Limited Occupational Specialist Certificate, the instructor **must** satisfactorily complete course work which includes competencies in four of the following: principles/foundations of occupational education; career pathways & guidance; analysis, integration and curriculum development; measurement and evaluation and methods of teaching occupational education.

#### E. STANDARD OCCUPATIONAL SPECIALIST CERTIFICATE (five-year; renewable)

This certificate is issued to individuals who have already completed course work identified in Step Two above. The certificate may be renewed if the following requirements are met:

- a. completion of six (6) semester credit hours of approved course work or verification of two-hundred-forty (240) hours of approved related work experience or ninety (90) hours of attendance at approved technical conferences, institutes, or workshops or any equivalent combination thereof; and

- b. file a Professional Development Plan for the next certification period.

#### **F. ADVANCED OCCUPATIONAL SPECIALIST CERTIFICATE (five-year; renewable)**

This certificate is issued to individuals who meet all the requirements outlined below:

- a. meet the requirements for the Standard Occupational Specialist Certificate;
- b. provide evidence of completion of a teacher training degree program or 18 semester credits of approved course work in addition to the 12 semester credits required for the Standard Occupational Specialist Certificate (a total of thirty (30) semester credits); and
- c. file a new Professional Development Plan for the next certification period.

This certificate **may** be renewed if the following requirements are met:

- a. completion of six (6) semester credit hours of approved course work or submit verification of two-hundred-forty (240) hours of approved related work experience or ninety (90) hours of attendance at approved technical conferences, institutes and workshops or any equivalent combination thereof; and
- b. file a new Professional Development Plan for the next certification period.

#### **G. RELATED SUBJECTS OCCUPATIONAL SPECIALIST ENDORSEMENT (Postsecondary Only)**

This endorsement is issued to applicants to teach subject matter related to professional-technical programs or specific sections of an occupational program. Applicants shall have:

- a. three years (6,000 hours) of full-time, successful, gainful employment related to the area for which certification is requested; and
- b. special training (professional or work experience) which provides the knowledge and skills necessary to supplement the regular career and technical instructional program.

Renewal requirements are the same as those for Occupational Specialist Certificates.

#### **H. CAREER COUNSELOR ENDORSEMENT**

Upon meeting the requirements noted below, the endorsement for a Career Counselor **may** be issued to applicants who hold a current Pupil Personnel Services Certificate endorsed Counselor K-12, or to applicants holding occupational certification who have satisfied the following requirement:

- a. Hold a master of arts degree and provide verification of completion of an approved program of graduate study in school counseling from a college or university approved by the Idaho State Board of Education or the state educational agency of the state in which the program was completed.

The applicant's preparation **must** include successful completion of an approved course in each of the following:

- a. Occupational and Educational Information/Career Pathways and Guidance
- b. Principles/Foundations of Occupational Education
- c. Theories of Occupational Choice

Individuals who hold a Counselor K-12 endorsement but have not completed all of the course work requirements **may** apply for an Interim Professional-Technical Certificate.

**NOTE:** See page 63 for information about a K-12 Counselor endorsement.

#### **I. PROFESSIONAL-TECHNICAL ADMINISTRATOR CERTIFICATE** (five-year; renewable)

This certificate is required for an individual serving as an administrator, dean, director, manager or coordinator of professional-technical education at the state, postsecondary or secondary level. Individuals must meet the following prerequisites to qualify for the Professional-Technical Administrator Certificate:

- a. **qualify** for or hold an Occupational Specialist Certificate or hold an occupational endorsement on the secondary teaching credential;
- b. **provide** evidence of a **minimum** of three (3) years' teaching in an occupational discipline;
- c. **hold** a master of arts degree; and,

**NOTE:** As identified in **items b and c** immediately above, equivalence (professional and/or work experience which provides the knowledge and skills necessary) in each area **will** be determined on an individual basis by the State Professional-Technical Certification Coordinator.

- d. **completed** at least fifteen (15) semester credits of administrative course work. Applicants **must** have completed: financial aspects of professional-technical education; administration of personnel; and legal aspects of professional-technical education. Additional course work can be selected from any of the following areas: administration and supervision of occupational programs; instructional supervision; administration internship; curriculum development; curriculum evaluation; research in curriculum; school community relations; communication; teaching the adult learner; coordination of work-based learning programs; and/or measurement and evaluation.

To renew the Professional-Technical Administrator Certificate, individuals **are** required to complete six (6) semester hours of related course work or meet renewal requirements for the Occupational Specialist Certificate.

#### **J. INTERIM CERTIFICATE** (one year; renewable twice)

This certificate is issued to individuals who meet the eligibility requirements but who have not completed the required course work. The certificate **may** be renewed twice, at which time the applicant **must** meet the requirements for the certificate. An additional interim certificate **may** be issued if, for extenuating circumstances, the applicant is unable to complete the required course work.

**NOTE:** Equivalence (professional and/or work experience which provides the knowledge and skills necessary in each area) **will** be determined on an individual basis by the State Professional-Technical Coordinator.

## **APPENDIX**

### **APPENDIX A: CODE OF ETHICS OF THE IDAHO TEACHING PROFESSION**

### **APPENDIX B: FORMS FOR IDAHO CERTIFICATION**

- B1** Application for an Idaho Professional Education Credential  
**Form: Note:** This form is used for **all** certificated personnel, including teachers and administrators.
- B2** Institutional Recommendation for **Teachers, including Counselors**  
**Form:** Institutional Recommendation for Idaho Professional Education Credentials
- B3** Institutional Recommendation for **Pre-K-12 Principals**  
**Form:** Verification of Completion of an Approved Program in School Administration for the Preparation of Elementary or Secondary School Principals
- B4** Institutional Recommendation for **School Superintendents**  
**Form:** Verification of Completion of an Approved Program in School Administration for the Preparation of School Superintendents
- B5** Institutional Recommendation for **Directors of Special Education and Related Services, Pre-K-12**  
**Form:** Verification of Completion of an Approved Program in School Administration for the Preparation of Directors of Special Education
- B6** Professional Experience Verification  
**Form:** Professional Experience Report
- B7** Verification of Completion of Equivalent Inservice Training  
**Form:** Verification of inservice semester credit hours as opposed to semester credit hours found on a college/university transcript.

### **APPENDIX C: FORMS FOR PROFESSIONAL-TECHNICAL EDUCATION**

- C1** Professional-Technical Education Glossary of Terms
- C2** Application for Certification in Professional-Technical Education
- C3** Approval of Professional Development Activities for Professional-Technical Specialist Certification
- C4** Professional Development Plan (Professional-Technical Education Personnel)



**CODE OF ETHICS**  
of the  
**IDAHO TEACHING PROFESSION**  
adopted by the  
PROFESSIONAL STANDARDS COMMISSION  
and the  
IDAHO STATE BOARD OF EDUCATION  
(Revised July 1996)

**FOREWORD**

A statement of ethical practices is as critical to the teaching profession as it is to any other professional group. Teachers are entrusted with the State's most valuable asset, its students. Yet, the ethical obligation does not end at the classroom door. Teachers and administrators are also responsible to the public, to their colleagues, and to a profession that has traditionally imposed high standards on its practitioners.

The *Code of Ethics of the Idaho Teaching Profession* embodies those multiple commitments. It is a contemporary statement. In 1996, the State Board of Education approved revisions upon recommendation of the Professional Standards Commission. It is a practical statement, offering guidance in a wide variety of day-to-day decisions and activities.

The *Code of Ethics* is also a legally binding statement of conduct. By law in Idaho, a certificate may be revoked, suspended, or denied for any willful violation of this code. The Idaho Legislature recognized that the teaching profession itself is the best judge of what constitutes ethical behavior in its ranks. It is a great compliment to the profession that its own duly adopted standards are given the force and effect of law.

All of this is possible because Idaho's teachers have voluntarily accepted the responsibility for their own professional practices. This is what distinguishes a true professional from a nonprofessional - a willingness to recognize the need for standards, an ability to articulate what those standards should be, and a commitment to maintaining those standards, not out of fear or noncompliance, but instead out of a belief that the standards have intrinsic worth. I urge you to read the *Code of Ethics* carefully. All of us who care about education in Idaho can be proud to follow these principles because they represent a deep and thoughtful commitment to teaching professionalism.



*Marilyn Howard, Ed.D.*  
*State Superintendent of Public Instruction*

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# CODE OF ETHICS OF THE IDAHO TEACHING PROFESSION

## *Preamble*

Believing in the worth and dignity of each human being, the educator recognizes the supreme importance of pursuing truth, striving toward excellence, nurturing democratic citizenship and safeguarding the freedom to learn and to teach, while guaranteeing equal educational opportunity for all. The educator accepts the responsibility to practice the profession according to the highest ethical standards. The Code of Ethics of the Idaho Teaching Profession symbolizes the commitment of all Idaho educators and provides standards by which to judge conduct.

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## ***PRINCIPLE I - COMMITMENT TO THE STUDENT***

The educator measures success by the progress each student makes toward the realization of his/her potential as an effective citizen. The educator, therefore, works to stimulate the spirit of inquiry, acquisition of knowledge and understanding, and thoughtful formulation of goals.

### **In fulfilling these obligations to the student, the Idaho educator:**

1. Shall not, without just cause, deny the student access to varying points of view.
2. Shall protect the student from conditions detrimental to learning or to physiological or psychological well-being.
3. Shall not procure, distribute, or in any way make available any of the substances recognized as harmful to learning, well-being of the students, or to advocate the use of any such substances.
4. Shall respect the constitutional rights of the students.
5. Shall provide professional educational services in a nondiscriminatory manner.
6. Shall refrain from using professional relationships with students for personal advantage.
7. Shall keep in confidence information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
8. Shall not tutor students assigned to one's classes for remuneration, except when specifically approved by the board of trustees.
9. Shall assess and report student achievement and ability as required by the employing educational agency.

## ***PRINCIPLE II - COMMITMENT TO THE PUBLIC***

The educator believes that education should preserve and promote the principles of democracy. Thus, the educator shares with all other citizens the responsibility for the development of sound educational policy.

### **In fulfilling these obligations to the public, the Idaho educator:**

1. Shall distinguish between personal views and the views of the employing educational agency.
2. Shall not distort or misrepresent the facts concerning educational matters.
3. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
4. Shall present only factual information on the application for certification and employment.
5. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for political activities.
6. Shall accept no gratuities, gifts, or favors that impair, or appear to impair, professional judgement, nor offer any such to obtain special advantage.

## ***PRINCIPLE III - COMMITMENT TO THE PROFESSION***

The educator believes the quality of the services of the education profession directly influences the nation and its citizens. Therefore, the educator strives to establish and maintain professional standards, to improve, service, and achieve conditions which attract highly qualified persons to the profession.

### **In fulfilling these obligations to the profession, the Idaho educator:**

1. Shall provide professional educational services in a nondiscriminatory manner and not interfere with the free participation of colleagues in their professional associations.
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Shall use no coercive means nor give special treatment in order to influence professional decisions of colleagues.
4. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
5. Shall present one's professional qualifications accurately and completely.
6. Shall present evaluations of and recommendations for colleagues fairly, accurately, and professionally.
7. Shall cooperate with the Professional Standards Commission in inquiries and hearings.
8. Shall not engage in conduct which is offensive to the ordinary dignity, decency, and morality of others.

## ***PRINCIPLE IV - COMMITMENT TO PROFESSIONAL EMPLOYMENT PRACTICES***

The educator regards the employment agreement as a pledge to be executed in a manner consistent with the highest ideals of professional service. The educator believes sound professional personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect. The educator discourages the practice of the profession by unqualified persons.

**In fulfilling these obligations to professional employment practices, the Idaho educator:**

1. Shall apply for, accept, offer, or assign a position or responsibility after due consideration of professional preparation and legal qualifications.
2. Shall apply for a specific position only when it is known to the educator to be vacant and shall refrain from underbidding or commenting adversely about other candidates.
3. Shall present only factual information regarding the assignment or conditions of employment to an applicant.
4. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employment agency.
5. Shall conduct professional business through appropriate channels.
6. Shall provide, upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
7. Shall use time granted for the purpose for which it is intended.
8. Shall not delegate assigned tasks to unqualified personnel.

## ***VIOLATION OF THE CODE OF ETHICS OF THE IDAHO TEACHING PROFESSION***

Under Idaho Code, 33-1208, a violation of the Code of Ethics is grounds for suspension or revocation of one's teaching certificate. An allegation of ethical misconduct may be brought by an Idaho local board of trustees or by any individual - other than a student of an Idaho public school - who has substantial interest in the matter.

Upon receipt of an allegation, the Executive Committee of the Professional Standards Commission reviews the circumstances ***of the case and determines whether sufficient grounds*** exist to warrant filing a complaint against the individual accused of misconduct. ***If sufficient grounds are determined to exist, the chief certification officer of the Professional Standards Commission files a formal complaint against the accused.*** Upon request, a hearing will be held, and a recommendation will be made to the Professional Standards Commission. The final decision of the Professional Standards Commission shall be subject to judicial review. Such hearings are held in compliance with Idaho Code, 33-1209.



# APPLICATION FOR AN IDAHO PROFESSIONAL EDUCATION CREDENTIAL

B1

ITEM #1: PERSONAL INFORMATION					
Social Security Number	( ) Initial App. ( ) Renewal	<b>OFFICIAL USE ONLY</b>			
a	( ) Revision ( ) Reinstatement				
Name: (Print exactly as you want it on the certificate)	Maiden or name on previous certificate	fee	date received		
b					
Street or PO Box	Home phone: ( )	year issued	year expired		
c	Work phone: ( )				
City, State, Zip Code	Male ( )	Date of Birth	ICC status		
d	Female ( )				
ITEM #2: CERTIFICATES and AREAS OF ENDORSEMENT BEING REQUESTED				Certificates	Endorsements
a	Endorsement				
b	Endorsement				
c	Endorsement				
d	Endorsement				
ITEM #3: EDUCATIONAL INSTITUTIONS ATTENDED					
List all colleges attended. Six semester hours of credit must be earned within the 5 year period just prior to application (for initial, renewal, and reinstatement applicants). Renewal applicants must earn their recent credit within the validity period of their last certificate. For renewal, list only those institutions where recent credit was obtained.					
Name of college/university (list most recent first) (Use back if more room is needed)	Years attended		Degree	Year	
	from	to	Earned	Earned	
a					
b					
c					
ITEM #4: TEACHING EXPERIENCE					
If you have had two or more years of full time, contracted teaching experience (substitute/student teaching don't count), list most recent first. The past 2 jobs are enough.					
school district name	district #	State	from	to	# of
			month/year	month/year	yrs
a					
b					
ITEM #5: APPLICANT VERIFICATION (MUST BE COMPLETED IN ORDER FOR APPLICATION TO BE PROCESSED)					
Have you ever had a teaching certificate revoked, suspended, or denied; have you voluntarily relinquished a teaching certificate to avoid revocation proceedings in other states? <span style="float: right;">Yes ( ) No ( )</span>					
Have you ever been convicted of any crime or violation of any law in any state, federal, or military court? (NOTE: For the purposes of this question, "conviction" means (1) all instances in which a plea of guilty or <i>nolo contendere</i> is the basis of conviction, (2) all proceedings in which a sentence has been suspended, deferred, or withheld, and (3) all proceedings in which the prosecution was deferred. Do not include convictions for minor traffic violations.) <span style="float: right;">Yes ( ) No ( )</span>					
<p><b>If the answer is YES to either of the above, the following applies:</b></p> <p>If you were adjudicated of a <b>MISDEMEANOR</b>:</p> <ol style="list-style-type: none"> <li>less than five (5) years ago, it is necessary to provide a written explanation and any relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition of the offense(s).</li> <li>more than five (5) years ago, a written explanation is necessary.</li> </ol> <p>If you were adjudicated of a <b>FELONY</b>, regardless of how long ago:</p> <ol style="list-style-type: none"> <li>it is necessary to provide a written explanation and any relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition of the offense(s).</li> </ol>					
<p>By your signature on this application, you attest and affirm that all statements made on this application are true and correct according to your knowledge and belief. You further attest and affirm that you have and will abide by Idaho Code and State Board of Education rules and regulations relative to the responsibility and conduct of certificated Idaho educators. Entry of false information on this application could result in denial of your application or revocation of your certificate.</p> <p>Signature of Applicant: _____ Date: _____</p>					

**RETURN FORM AND FEE TO: Idaho Dept of Education, Teacher Certification, PO Box 83720, Boise, ID 83720-0027**

revised 6/99



# INSTITUTIONAL RECOMMENDATION FOR

B2

## IDAHO PROFESSIONAL EDUCATION CREDENTIALS

(for applicants of Basic Education, Special Education, and Pupil Personnel Services Certificates)

### Instructions for Applicants for Idaho Certification

Either this form or the institution's own recommendation form may be used by the Director of Teacher Education or the college official responsible for teacher certification to verify the completion of a State Board of Education approved program of teacher preparation. It is the responsibility of the applicant to have the institutional recommendation completed. Verification of completion of a State Board of Education approved program of teacher preparation is required to support application for an Idaho credential.

### 1. To be completed by the applicant OR the college/university official responsible for program verification

Applicant's Name (last name, first name)	Initial	Maiden Name	Dates of Attendance from to	Social Security #
Current Personal Street Address	City		State	Zip

Items 2, 3, and 4 are to be completed by the college or university official responsible for program verification

### 2. Program Information:

Please check the appropriate areas to indicate completion of an approved program in:

#### I. SECONDARY EDUCATION:

Major teaching endorsement(s) \_\_\_\_\_

Student teaching done in grades \_\_\_\_\_

Other teaching endorsement(s) \_\_\_\_\_

#### II. ELEMENTARY EDUCATION:

Student teaching done in grades \_\_\_\_\_

#### III. SPECIAL EDUCATION: (check the appropriate endorsement area(s) listed below)

<input type="checkbox"/> Generalist	<input type="checkbox"/> Hearing Impaired	<input type="checkbox"/> Seriously Emotionally Disturbed
<input type="checkbox"/> Severe Retardation	<input type="checkbox"/> Visually Impaired	
<input type="checkbox"/> Physically Disabled	<input type="checkbox"/> Multiple Disabilities	

#### IV. PUPIL PERSONNEL SERVICES: (check the appropriate endorsement area(s) listed below)

<input type="checkbox"/> School Guidance/Counseling Graduate Program (with 700 clock hours, one half of which must be in K-12 setting)
<input type="checkbox"/> School Social Work Graduate Program
<input type="checkbox"/> School Psychologist Examiner Graduate Program
<input type="checkbox"/> School Psychologist Graduate program
<input type="checkbox"/> Communications Disorders (Speech Pathology & Audiology)
<input type="checkbox"/> Audiology

### 3. Idaho mandated assessment assurances:

☐ This student has passed the approved Idaho reading assessment.

☐ This student has passed an approved Idaho technology assessment.

### 4. Program completion information:

Program completion date:        /        /

The above named applicant \_\_\_\_\_ IS recommended for Idaho certification in the area(s) checked above.  
\_\_\_\_\_ IS NOT recommended for Idaho certification.

Name of college/university	Date
Signature of the college/university official	Title
	State

PLEASE RETURN COMPLETED FORM TO THE APPLICANT





**VERIFICATION OF COMPLETION OF AN APPROVED PROGRAM  
IN SCHOOL ADMINISTRATION FOR THE PREPARATION OF  
PRE -K-12 SCHOOL PRINCIPAL**

**MUST:**

- X Hold a master's degree from an accredited college or university.
- X Have four (4) years of full-time certificated experience working with students K-12 while under contract in a school setting. (See **Appendix B-6 for Professional Experience Report**)
- X Have completed an administrative internship, or have one (1) year of experience as an administrator in grades K-12.
- X Provide verification of completion of a state-approved program of **at least** thirty semester (forty-five quarter) credit hours of graduate study in school administration for the preparation of school principals at an accredited college or university.
- X Provide an institutional recommendation for a School Principal K-12 (see **Appendix B3**).
- X Demonstrate competency in the areas noted below as verified by an appropriate college/university official.

**TO BE COMPLETED by the Director of Educational Administration Programs or Dean of the College of Education.**

\_\_\_\_\_ (First, Middle and Last Name), \_\_\_\_\_ (Social Security number) is applying for an Idaho Administrator Certificate endorsed as a K-12 Principal. One of the requirements is verification of demonstrated competencies in the areas listed below. Please assist the applicant by providing the required verification and checking the appropriate box for the following competencies:

COMPETENCY	Exhibits this Competency	
	YES	NO
Leadership, ethics, and management of change;		
All forms of communication, including technology, advocacy and mediation;		
Customer involvement and public relations;		
Staff development and supervision;		
School law, school finance and grant writing;		
Curriculum development, integration of technology, delivery and assessment;		
Education of all populations; and,		
Student behavior management/effective discipline.		

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_

College/University: \_\_\_\_\_

**Mail to:** Teacher Certification Department, Idaho State Department of Education  
P O Box 83720, Boise, Idaho 83720-0027



**VERIFICATION OF COMPLETION OF AN APPROVED PROGRAM  
IN SCHOOL ADMINISTRATION FOR THE PREPARATION OF  
SCHOOL SUPERINTENDENTS**

**MUST:**

- X Hold an education specialist or doctorate degree or complete a comparable post-master's sixth year program at an accredited college or university.
- X Have four (4) years of full-time certificated experience working with students K-12 while under contract in a school setting (**see Appendix B-6 for Professional Experience Report**).
- X Have completed an administrative internship for the superintendency or have one year of out-of-state experience as an assistant superintendent or superintendent in grades Pre-K-12, while holding that state's administrative certificate.
- X Provide verification of completion of a state-approved program of **at least** thirty semester (forty-five quarter) credit hours of post-master's degree graduate study for the preparation of school superintendents at an accredited college or university.
- X Provide an institutional recommendation for a Superintendent (**see Appendix B4**).
- X In addition to those required for the School Principal Pre-K-12 endorsement (**see Appendix B3**), demonstrate competency in the areas noted below as verified by an appropriate college/university official.

**TO BE COMPLETED by the Director of Educational Administration Programs or Dean of the College of Education**

\_\_\_\_\_ (First, Middle and Last Name), \_\_\_\_\_ (Social Security number)  
is applying for an Idaho Administrator Certificate endorsed as a Superintendent. One of the requirements is verification of demonstrated competencies in the areas listed below. Please assist the applicant by providing the required verification and checking the appropriate box for the following competencies:

COMPETENCY	Exhibits this Competency	
	YES	NO
Advanced school finance, grant writing, and generation of additional sources of revenues;		
Policy development and school board operations/relations;		
District-wide support services;		
Employment practices and negotiations;		
Educational product marketing and community relations; and		
Student services and federal programs		

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_

College/University: \_\_\_\_\_

**Mail to:** Teacher Certification Department, Idaho State Department of Education  
P O Box 83720, Boise, Idaho 83720-0027



**VERIFICATION OF COMPLETION OF AN APPROVED PROGRAM  
IN SCHOOL ADMINISTRATION FOR THE PREPARATION OF  
DIRECTOR OF SPECIAL EDUCATION**

**MUST:**

- X Hold a master's degree from an accredited college or university.
- X Have four (4) years of full-time certificated experience working with students K-12 while under contract in a school setting. **(See Appendix B-6 for Professional Experience Report)**
- X Have completed an administrative internship/practicum in the area of administration of special education and related services.

**TO BE COMPLETED by the Director of Educational Administration Programs or Dean of the College of Education.**

\_\_\_\_\_ (First, Middle and Last Name), \_\_\_\_\_ (Social Security number) is applying for an Idaho Administrator Certificate endorsed as a Director of Special

Education. One of the requirements is verification of demonstrated competencies in the areas listed below. Please assist the applicant by providing the required verification and checking the appropriate box for the following competencies:

COMPETENCY	Exhibits this Competency	
	YES	NO
Organization and administration of student services, including foundations of special education;		
Leadership, ethics, and management of change;		
All forms of communication, including technology, advocacy, mediation and counseling with parents of children with disabilities;		
Customer involvement and public relations;		
Staff development and supervision;		
Policy development as related to student services;		
School law and school finance as related to student services and grant writing;		
Curriculum development, integration of technology, delivery and assessment as related to student services; and,		
Student behavior management/effective discipline.		

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_

College/University: \_\_\_\_\_

**Mail to:** Teacher Certification, Idaho State Dept of Education  
P O Box 83720, Boise, Idaho 83720-0027



**B6**

Fill out the top portion of the Professional Experience Report and send the form to your employer(s). When this form has been returned to you, include it in your application packet. Professional experience gained while holding a teaching certificate is the only experience accepted.

Based on personnel records, this statement **MUST** be prepared and signed by the Superintendent or the Clerk of the school district or private school where the applicant was employed. Stamped signatures **MUST** be initialed by the individual using the stamp. Please return the completed form directly to the applicant.

**RETURN COMPLETED FORM TO APPLICANT FOR SUBMISSION TO:**

Revised: 7-99





# VERIFICATION OF COMPLETION OF EQUIVALENT INSERVICE TRAINING

**Idaho State Department of Education**  
Office of Teacher Certification/Professional Standards  
P.O. Box 83720  
Boise, ID 83720-0027

In order for any inservice credit to be applied toward certificate renewal, it **must** relate directly to a School District Professional Development Plan that **must** be on file with the Certification Office of the State Department of Education. If this plan is not appropriately filed, the inservice credits **may not** be allowable for certificate renewal. Any inservice credit, whether offered by a school district or another agency, **must** receive written approval from the Superintendent and Professional Development Chairperson of the employing school district, whose responsibility it is to determine if the activity is in compliance with the district plan.

This verification form **must** be filed by the applicant with the Office of Teacher Certification/Professional Standards, Idaho State Department of Education, if recertification credit is desired. This form **should** accompany the application for recertification, but verification **may be** filed upon completion of the professional development activity.

The following individual has successfully completed a Professional Development Activity and is entitled to equivalency credit.

**NOTE:** (15 clock hours = 1 inservice credit. A maximum of three (3) inservice credits may be applied toward recertification.) Partial credit is **not** applicable.

**FULL NAME** \_\_\_\_\_ **S.S. No.** \_\_\_\_\_  
Last First Initial

**HOME ADDRESS** \_\_\_\_\_  
Street/P.O. Box City State Zip

**SCHOOL DISTRICT WHERE EMPLOYED** \_\_\_\_\_ **No.** \_\_\_\_\_

**SCHOOL DISTRICT/AGENCY CONDUCTING INSERVICE** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_ **PHONE: (208)** \_\_\_\_\_ **FAX (208)** \_\_\_\_\_

**DESCRIPTION/TITLE OF INSERVICE** (Use separate sheet if necessary): \_\_\_\_\_

**INCLUSIVE DATES** (Month, Day(s), Year) \_\_\_\_\_

**CLOCK HOURS OF FORMAL INSTRUCTION RECEIVED** \_\_\_\_\_

\_\_\_\_\_  
Signature - Agency Conducting Inservice Date

\_\_\_\_\_  
Signature - Superintendent Date

**NOTE:** Signature indicates approval Signature Professional Development Chair Date

\*\*\*\*\*

## CERTIFICATION OFFICE USE ONLY

\_\_\_\_\_ Number of inservice credit hours approved toward recertification

**COMMENTS** \_\_\_\_\_



**Work Experience Definitions**

<b>Cumulative</b>	Successive additions of work (hours/months) in the occupation or closely related occupations (maximum of one year is allowable).
<b>Full-time</b>	To apply toward the required work experience, employment may be accumulated from work completed for the same or comparable position, of at least six (6) months' duration, 40 hours per week (12 months' experience equals one year toward requirement).
<b>Gainful</b>	Services rendered for a firm for which the remuneration would enable one to sustain a livelihood.
<b>Recent</b>	Work experience ending within the last five years.
<b>Successful</b>	Competency in the occupational area. Such competency verification may be requested in writing from previous employers and/or results of competency testing.

**Other Definitions**

<b>Professional – Technical</b>	Programs which have received State Board for Professional-Technical Education approval and are eligible for State and/or Federal funds through reimbursement.
<b>Occupational Competency Test</b>	A test designed to measure technical and/or manipulative abilities in a given occupational area. The National Occupational Testing Institution (NOCTI) examination will be used if a test is available in the desired area.
<b>Specific Occupations</b>	Restricted to a particular category; such as: machinist, welder, food service worker, practical nursing, etc.
<b>Approved Course</b>	A course offered by an approved Idaho professional-technical teacher education institution; OR a course evaluated and approved as meeting Idaho standards by an approved Idaho professional-technical teacher educator and the State Division of Professional-Technical Education.



# APPLICATION FOR CERTIFICATION IN PROFESSIONAL-TECHNICAL EDUCATION

C2

VO-ED FORM 7

## MAIL TO:

State Division of Vocational Education  
P.O. Box 83720  
Boise, ID 83720-0095  
(208) 334-3216

☐ Initial Application  
☐ Revision  
☐ Evaluation Only

☐ Recertify  
☐ Reinstatement

**\*\*NOTE\*\* \$35.00 APPLICATION FEE MUST ACCOMPANY THIS APPLICATION AND IS NONREFUNDABLE  
PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO DEPARTMENT OF EDUCATION**

1. Name of Applicant:		Social Security No.:
2. Home Address:		City/State/Zip:
3. Hold a high school diploma or a GED? <input type="checkbox"/> YES <input type="checkbox"/> NO	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Date of Birth: Home Phone:(      )

4. Check the Vocational Discipline and List the subject area to be taught:

SUBJECT AREA		SUBJECT AREA	
AGRICULTURE ( ) _____	TECHNOLOGY EDUCATION ( ) _____		
BUSINESS/EDUCATION ( ) _____	MARKETING EDUCATION ( ) _____		
GUIDANCE AND COUNSELING ( ) _____	RELATED SUBJECTS ( ) _____		
HEALTH OCCUPATIONS ( ) _____	SPECIAL NEEDS ( ) _____		
HOMEMAKING/HERO ( ) _____	TRADES AND INDUSTRY ( ) _____		
WORK-BASED LEARNING ( ) _____			

PROFESSIONAL-TECHNICAL ADMINISTRATION

5. Are you currently teaching or contracted to work in a professional-technical program? ☐ YES ☐ NO  
6. If "yes", indicate school and program: \_\_\_\_\_

Complete sections 7-9 if this is your initial application for certification. If you are applying for renewal of your professional-technical certificate, only provide information in sections 7-9 that is new. Sections 10-14 **MUST** be completed.

**TRANSCRIPTS MUST BE PROVIDED TO DOCUMENT COURSEWORK COMPLETED.**

7. Educational Data:	NAME OF SCHOOL	LOCATION	DIPLOMA, CERTIFICATE OR DEGREE GRANTED	DATE GRANTED	MAJOR
TECHNICAL SCHOOL					
COLLEGE					
COLLEGE					

8. Specific Training: (List all schools and private training in special subjects)

COURSE OR SUBJECT	INSTITUTION, COMPANY OR PRIVATE TEACHER	DATES	CLOCK HOURS	CREDITS OR CERTIFICATES

9. Employment Experience: (Other than teaching) Please list all wage earning experience. Attach a separate sheet if more space is needed.

FROM MO/YR	TO MO/YR	HRS PER WEEK	KIND OF WORK	EMPLOYER	CITY	STATE

NAME OF SCHOOL OR COMPANY	SUBJECT OR OCCUPATION	CITY	STATE	FROM MO & YR.	TO MO & YR.

11. Have you ever held an Idaho Teacher Certificate? YES \_\_\_\_\_ NO \_\_\_\_\_

If "YES", what type and what is the year of expiration? \_\_\_\_\_

12. Have you ever had an out-of-state certificate endorsed for use in Idaho? YES \_\_\_\_\_ NO \_\_\_\_\_

13. Have you ever had a teaching certificate revoked, suspended, or denied, or have you voluntarily relinquished a teaching certificate to avoid revocation proceedings in Idaho or another state? YES \_\_\_\_\_ NO \_\_\_\_\_

14. Have you ever been adjudicated guilty in a court of law of an offense other than a minor traffic violation? YES \_\_\_\_\_ NO \_\_\_\_\_

**\*\*If answer is YES to either questions # 13 or # 14, attach an explanation of the circumstances\*\***

By your signature, upon this application, you attest and affirm that all statements made on this application are true and correct according to your knowledge and belief. You further attest and affirm that you have and will abide by Idaho Code and State Board of Education rules and regulations relative to the responsibility and conduct of certificated Idaho educators. Entry of false information on this application could result in denial of your application or revocation of your certificate.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\*\*\*\*\*

THIS PORTION TO BE COMPLETED BY THE STATE DIVISION OF PROFESSIONAL-TECHNICAL EDUCATION

\_\_\_\_\_  
TYPE OF CERTIFICATE

\_\_\_\_\_  
SUBJECT

VALID FROM: \_\_\_\_\_ TO: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
PROFESSIONAL-TECHNICAL CERTIFICATION COORDINATOR

\_\_\_\_\_  
DATE

**APPROVAL OF PROFESSIONAL DEVELOPMENT  
ACTIVITIES FOR PROFESSIONAL-TECHNICAL SPECIALIST CERTIFICATION**

Name:		Date:	
Address:		Social Security #:	
College/School:			
<b>List only one activity per form</b>	Check One	Hrs or Credits Requested	
College Credit (attach grade report or transcript)			
Paid Work or Clinical Experience			
Workshop, Seminar			
Conference			
Independent Research/Activities Related to Teaching			
Description of Activity: (attach appropriate information/documentation)			
		Completion Date:	
Participant's Signature	Date	Local Administrator's Signature	Date
State Professional - Technical Certification	Date	Will apply	Will <u>not</u> apply
Reason declined:			

Forward **all** copies to:

Coordinator, Professional-Technical Teacher Certification  
Division of Professional-Technical Education  
P.O. Box 83720  
Boise, ID 83720-0095

After processing, one copy **shall** be retained in the Applicant's file in the State Office. The other two copies **shall** be returned, one for the Local Administrator and the other for the participant.





**PROFESSIONAL DEVELOPMENT PLAN****C4****Professional-Technical Education Personnel**

Date: \_\_\_\_\_, \_\_\_\_\_ To \_\_\_\_\_, \_\_\_\_\_

This Professional Development Plan shall be developed by you, the professional-technical education professional, with the concurrence of your employer or supervisor and an approved Occupational Teacher Educator, as indicated by signatures below. The plan shall be developed during the validity of the initial year of certification and updated with each certificate renewal. It shall be filed with the Professional-Technical Certification Office, PO Box 83720, Boise, ID 83720-0095.

Name:		SS#	
Home Address:		Phone:	
Current Position:			
Work Address:		Phone:	
Current credential(s) held:			
Credential(s) sought:			
Professional Development Plan Goal Statement:			
ACTIVITY PLANNED: (See next page for suggested activities) Course/Workshop/Seminar	Location of Activity/University	Date(s) Planned	Credit/Clock Hours
INDUSTRY EXPERIENCE/OTHER			
Local Supervisor:		Professional-Technical Teacher Educator:	
Title:		Institution:	
Institution:		Teacher Educator's Signature:	
Supervisor Signature:		Date:	
Your Signature:		Date:	
Received by the Professional-Technical Certification Office, SDPTE, on Date:			
REVISIONS TO THIS PROFESSIONAL DEVELOPMENT PLAN MAY BE MADE AT ANY TIME. MAKE NOTE OF CHANGES ON THIS SHEET AND SEND A COPY TO THE COORDINATOR FOR PROFESSIONAL- TECHNICAL CERTIFICATION AT THE ADDRESS SHOWN ABOVE.			

Revised 6-99

# PROFESSIONAL DEVELOPMENT PLAN      C4-1

## INDIVIDUALIZED NEEDS ASSESSMENT

Identified below are topic areas that might be identified as areas of personal need. Some of these areas might relate to a specific class, workshop, or seminar that is available to professional-technical education professionals. Read through the list and check those areas that are of interest or meet personal needs. Use this information to assist in developing your professional development plan.

### Needs Related Directly to Instruction

_____ Planning, development and evaluation. Surveys adv. committee, occ. analysis	_____ Instructional planning. Develop units of instruction, prepare materials/learners.
_____ Platform skills/instructional execution/basic methods.	_____ Evaluating instruction. Assessing learner performance.
_____ Managing instruction. Budgeting, filing, inventory, records.	_____ Professional-Technical guidance. Gathering student data, providing information/education and careers.
_____ School-community relations. Public relations aspects.	_____ Establishing and maintaining a professional-technical student organization.
_____ Professional role development. Teaching profession, establishing a philosophy.	_____ Coordinating a cooperative professional-technical education program. Using CVE as a method.
_____ Implementing competency-based education. Materials and organization.	_____ Special needs students in professional-technical education program. How to teach and meet their needs.
_____ Assisting students in improving their basic skills. Communications and math.	_____ Computer applications in professional-technical education.
_____ Conferencing techniques. Planning for and conducting small/large conferences.	_____ Statistics. Reading, understanding, and utilizing statistical information.
_____ Human development. Theories of learning related to human growth and development.	_____ Multicultural students. Their needs and interests and how to relate to them.
_____ Research. How to read and use the information from research.	_____ Occupational upgrade.
_____ Laboratory management. Safety, layout of equipment, organizing student, maintenance.	_____
_____ Related area course work in:	_____
_____	_____
_____	_____

### Administrative/Supervisory/Master Teacher Needs

_____ Local program planning, development, and evaluation	_____ Coordination of professional-technical programs.
_____ Managing student recruitment and retention	_____ Administration and supervisors of professional-technical programs, curriculum development, managing CBVE.
_____ Appraising staff development needs and planning for staff development.	_____ Personnel and personnel affairs management.
_____ Business and financial management.	_____ Facilities planning and maintenance.
_____ Communication.	_____ Establishing linkages with industry.
_____ Research. How to conduct research and analyze and utilize findings.	_____ Supervisorship/foremanship

## **DISCLOSURE**

Federal law prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in any educational programs or activities receiving federal financial assistance. (Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.)

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquires regarding compliance with this nondiscriminatory policy may be directed to Dr. Marilyn Howard, State Superintendent of Public Instruction, P.O. Box 83720, Boise, Idaho 83720-0027, (208) 332-6800, or to the Director, Office of Civil Rights, Seattle Office, U.S. Department of Education, 915 Second Avenue, Seattle WA 98174-1099, (206) 220-7880; FAX (206) 220-7887.

**TEACHER CERTIFICATION**  
**IDAHO STATE DEPARTMENT OF EDUCATION**  
**P.O. BOX 83720**  
**BOISE, IDAHO 83720-0027**



**BOOK RATE**